DAP USER GUIDE FOR MAP LENDERS

CHAPTER THREE – ENTERING AND TRACKING A MAP APPLICATION

TABLE OF REVISIONS

Release Number	Release Date	Revision Date	Comments
1.4.7	November 2002	November 2002	Baseline
1.5	March 8, 2003		No revision
1.5.1	March 31, 2003		No revision
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Tracking: Entering and Tracking a MAP Application

As a Multifamily Accelerated Processing (MAP) approved lender, you will be able to use the Development Application Processing (DAP) Tracking subsystem to enter and track loan applications for Multifamily Insurance and create discipline assignments which will be used underwrite these applications. The Tracking Subsystem will also allow you to submit your MAP application to HUD, after technical processing is complete.

Objectives

- Entering a new application for Multifamily Insurance.
- Search and retrieve an existing application.
- Update application information on the General tab
- Add and update information in the Project Address
- Add and update organizations and individual Participants.
- Update mortgage amount, mortgage term and project unit information.
- Make assignments to processing staff
- Set assignment to official.
- Submitting an application electronically to HUD for review.

3.1 About the Tracking Sub-System

The Tracking Subsystem has two components: *New Processing* and *Administration*. In New Processing, Tracking Representatives create applications. In Administration, Tracking Reps update application information, add and update project addresses, add and update organizations and individual Participants, make assignments to processing staff and submit the completed application to HUD for review.

All mandatory data fields are displayed in bold type.

After logging onto the system (*see Chapter 2, section 2.1*), the **Development Application Processing** window (Figure 1) displays a Menu bar and a Toolbar. Refer to Chapter 2, Getting Started for detailed instructions on how to navigate the DAP system.

Figure 1. Development Application Processing Window

3.2 Entering a New Application

Only Tracking Representatives *(staff whose user access level is* MAP Discipline Assignor*)* can enter new applications into the DAP application. They can do so only after they first search the DAP system to make sure the application has not already been entered. Section 3.2.1 explains how to make that search. Section 3.2.2 then provides guidance on entering the new application and its related information into the Tracking subsystem..

The **New Application** wizard windows guide you through the initial data entry required to create a new application in the DAP system. Wizard Windows Command Buttons

Advance to the next wizard window by clicking on Next>>.

You can back up to a previous wizard window by clicking on <<Prev. The system retains all data you entered.

If you click Cancel, you exit the wizard windows *without saving any data* and return to the **Development Application Processing** window (Figure 1).

3.2.1 Application Search

You are required to search the DAP system before entering a new application. This avoids duplicate entries of the same application.

To search for a new MAP application:

1. Logon to DAP, and the **Development Application Processing** window displays.
2. From the **File** menu, select **New**, and then **Processing**; the **New MAP Processing - Application Search** window (Figure 2) displays.

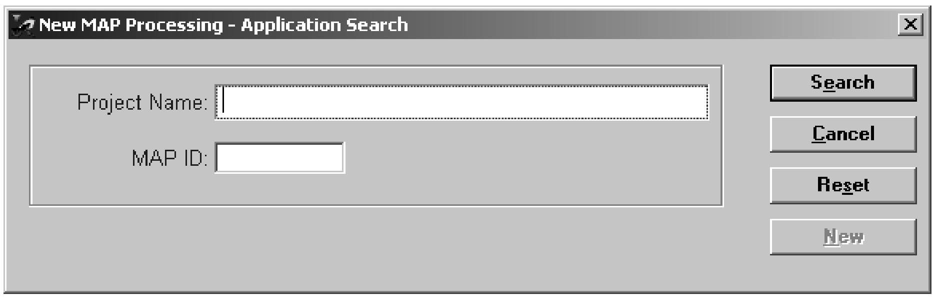


Figure 2. New MAP Processing - Application Search Window

3. Enter the *Project Name*.

   When entering a project name, you may enter a full/ partial name in either lower/ upper case. The letters you enter must match the left most letters of the project name previously entered. Use a partial name (e.g., Evergreen) if you are not sure how the name was entered. **For Example:** Use "Evergreen" if either Evergreen Apts" or "Evergreen Apartments" could have been used. Use "The" at the start of the name if you think it may have been entered that way. Never use an asterisk in a partial name.

4. Click Search to search the database for the application.

   If no project matches the selected criteria, the message "No Results Found" displays.

   If the project name matches another property in the database, you must enter an alias to perform the search. When the **New Application** wizard window displays, edit the *Project Name* to the correct name.

5. Click OK to close the message window and return to the **New Processing Tracking - Application Search** window.

   The New button is now active on the window.

6. Click New, and the **New Application** wizard window (Figure 4) displays. For instructions on entering a new application, see Section 3.2.2.

3.2.2 Entering Application Information

You can enter a new applications only after searching the DAP system as described in Section 3.2.1 and accessing the **New Application** window as described in Step 6 of that section. When the **New Application** window (Figure 4) displays, you must enter data in a series of three windows. Fields with bolded labels are mandatory and you must complete them before moving to the next of the three Application windows.

✍ **Note:** *DAP saves the application only after you complete all four data entry windows. If you exit or cancel before saving the information on the fourth window, the following warning message displays (Figure 3) and all data is lost.*

Figure 3. Warning Message

3.2.2.1 New Application – Window 1 of 3

Entering a new application begins with entering project information on the first wizard window. Project Application applies to all program types. For information on retrieving an existing application, refer to Section 3.1.10, Retrieving Applications.

This first window (Figure 4) is divided into two sections:

- Application Purpose & Type
- Mortgage Information

3.2.2.1.1 Enter Application Purpose & Type

Use the guidance in Steps 1 through 14 below to enter this information.

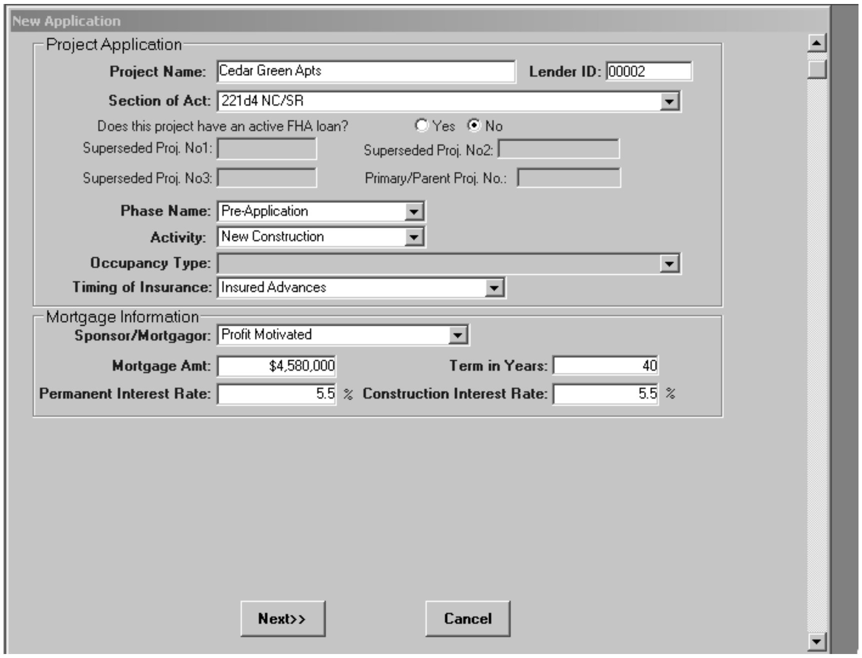


Figure 4. Project Application Window

1. ***Project Name*:** This is the name under which project will do business; it is not the mortgagor name. Omit suffixes (e.g., Ltd, Corp, Inc, etc.) If the Project name includes a word frequently used in project names (e.g., apartments), consistently enter that word the same way. ***For Example:*** Always enter “apartments” as “Apartments”. Doing so will make it easier for you to retrieve or search by project name.
2. ***Lender ID:*** HUD assigned 5-digit number auto-populated by the system based on the User ID entered at login.
3. ***Section of Act:,*** Select the 3-letter SoA code into the Section of Act box.
4. ***Does this project have an active FHA loan?*** If you enter a SoA 223(f) refinancing/ purchase of apartments, the system displays this question about the property’s current involvement with HUD and requires you to answer it: “*Does this project have an active FHA loan*?”

   1) *If you answer “Yes”*, the system bolds the first superseded number and requires you to enter the FHA Number for the loan being refinanced or the property being purchased with the proceeds of the loan you are processing. Any superseded number you enter must be for a FHA insured, HUD-held or HUD-owned loan.

   2) *Once you have entered one superseded number*, the system permits you to enter additional superseded numbers.

5. **Searching for or entering required superseded** : If you:

   a. know the parent/superseded number *required by Step 4 above,* enter it in the box on the **New Application** window (Figure 4).

b. do not know the number, click to search for it. The **Project Number Search** window (Figure 5) displays. The search retrieves a list of projects meeting all of the criteria you enter in this window.

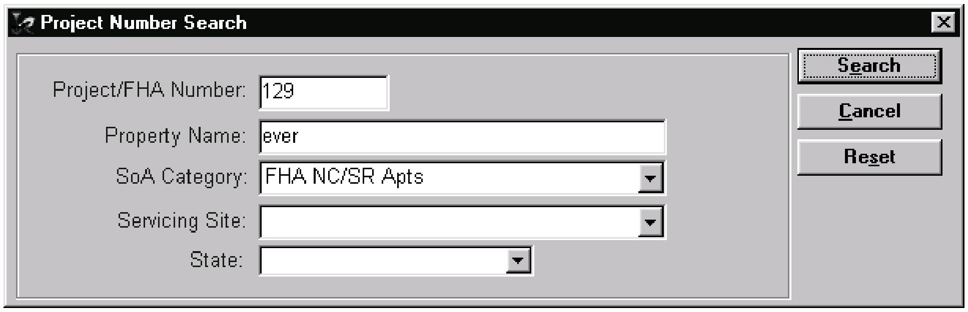


Figure 5. Project Number Search

1) Enter the search criteria.

-- You can enter partial values for the *Project Number*, *Property Name* or both. Do *not* use asterisks in partial searches. DAP compares your entries with the project name and number entries in REMS. When entering a project name, you may enter a full/ partial name in either lower/ upper case. The letters you enter must match the left most letters of the project name previously entered. Use a partial name (e.g., Evergreen) if you are not sure how the name was entered. **For Example:** Use "Evergreen" if either Evergreen Apts" or "Evergreen Apartments" could have been used. Use "The" at the start of the name if you think it may have been entered that way.

-- If you use the *SoA Category*, select the category to which the parent/superseded loan belongs. **For Example:** If you are processing a 241a improvement loan on a 221d3 or 221d4 project, select the FHA NC/SR Apts category.

-- The *Servicing Site* is the REMS entry for the HUD office that handles asset management for the property.

2) When the search window contains all the criteria you want to use, click . The **Select Project Number** window displays a list of projects meeting all of the criteria you entered in the **Project Number Search** window. Figure 6 illustrates the results of the search in Figure 5. It searched for NC/SR Apartments, whose names begin with "ever" and have project numbers starting with "129". "129" is the three-digit prefix for the San Diego part of the Los Angeles HUB. You can manually sort the results by clicking on the column heading. Figure 6's results were sorted by City. (The default sort is Project/FHA Number.)

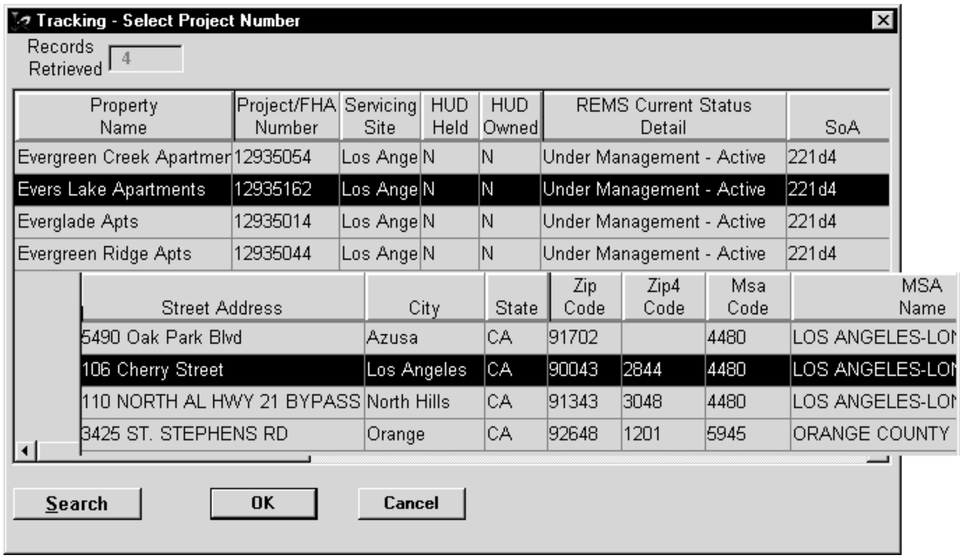


Figure 6. Results of Figure 5's Search for a Parent Loan

3) Sort the results as you want. Then, highlight the project you want to select. Click OK and the **New Application** window displays with the Project/FHA Number in the *Superseded Pjt #.*

6. ***Phase Name****:* Use the drop down list to select the phase for which the application was submitted. MAP applications must start in the Pre-App phase for New Construction and Sub-Rehab loans and Firm phase for Refinance and Purchase/Acquisition loans..
7. ***Activity****:* Select the activity from the drop down menu
8. ***Occupancy Type****: This field is not applicable to MAP loans.*
9. ***Timing of Insurance:****,* If you enter a 223f SoA for which only insurance upon completion is allowed, the system automatically populates this field. If this field is not populated, select from the drop down menu. Select:

   a. *Insured Advances*, if you will hold an initial closing and endorse the note before construction starts and then hold a final closing when construction is substantially completed.

   b. *Insurance Upon Completion*, if you will hold only one closing and endorse the note only after the project is substantially completed.

3.2.2.1.2 Mortgage Information

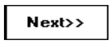
All fields in this section of Window 1 are mandatory. Follow the guidance below. Enter the data requested in the five fields under the Mortgage Information part of the tab.

1. *Type of Sponsor/Mortgagor:* Use the drop down to select the form of ownership (condominium, investor sponsor cooperative, limited dividend, management type cooperative, non-profit, profit motivated, public body, sales type cooperative).
2. *Mortgage Amt:* Enter the loan amount requested on the application.
3. *Term in Years:* Enter the loan term requested on the application. Use only whole numbers.
4. *Permanent Interest Rate %:* Enter the interest rate to be charged for permanent financing. Enter as percent, not decimal. **For Example:** enter 7½ % as 7.25 not .0725.
5. *Construction Interest Rate %:* Enter the interest rate for the construction period. Enter as percent, not decimal. **For Example:** enter 7½ % as 7.25 not .0725.
6. Click  and the second **New Application** window (Figure 7) displays. For guidance on how to complete this window, see Section 3.2.2.2.

3.2.2.2 New Application Window – 2 of 3

This section describes how to complete the unit, special characteristics, processing team and site information captured on the second **New Application** window.

To enter units/beds, facility, and other data on New Application Window 2:

1. Follow Section 3.2.2.1's procedures and complete the first **New Application** window. Click  and the second **New Application** window (Figure 7) displays.

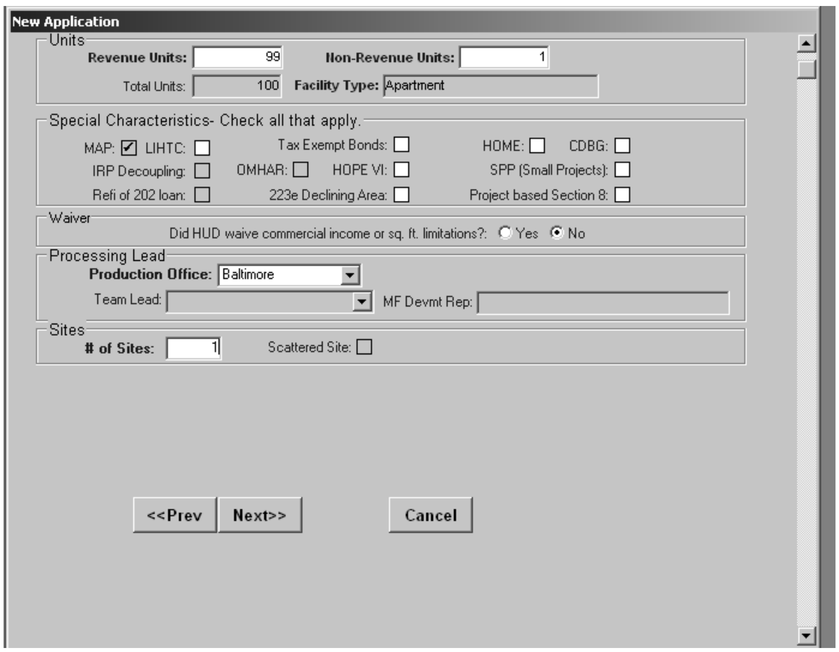


Figure 7. New Application Window

2. ***Units:*** Enter the number of *Revenue* and *Non-Revenue Units*. Enter zero (0) if there are no non-revenue units.

3. ***Facility Type****:* If you enter a SoA for which there is only one Facility Type, the system populates this field.. If it is not populated, select the *Facility Type* from the drop down menu. The SoA you entered determines the options available in the drop down menu. T

4. ***Check all the Special Characteristics that apply to this application.*** The system permits you to check some special characteristics only if the SoA you entered on the first **New Application** window allows for that Special Characteristic. T You cannot check *Special Characteristics* that are grayed out. If you need to change the SoA, click  to return to first **New Application** window, select the appropriate SoA, and then return here.

   a. If the application was submitted in conjunction with HUD's HOPE VI or Small Projects Processing (SPP) initiatives, check the HOPE VI or SPP box. The system permits you to check this box only if the SoA you entered on first New Application window allows for one of these programs. Allowable SoAs are shown in the first tab (Column J for HOPE VI and Column M for SPP) of the SoA Codes and Special Characteristics Excel file posted on the DAP web page.

b. If the project will receive proceeds from the sale of tax-exempt bonds or Low Income Housing Tax Credits (LIHTC) or will receive assistance through the Community Development Block Grant (CDBG), HOME or has Project based Section 8 rental assistance programs, check the box for each funding source that applies.

c. The system automatically populates the 223e Declining Area based on the SoA you entered on the previous window.

5. ***Answer the Waiver Question:*** Did HUD waive commercial income or sq. ft. limitations?

   d. The default answer is “No”. Select the “Yes” radio button if the application requests or assumes a waiver of the HUD Handbooks’ limitations on the amount of project income or square footage that can be used for commercial purposes.

6. Processing Lead

   a. ***Production Office***: Offices are listed in alphabetical order across HUBs. Select the office that will process and endorse the application you are entering, even if it is not the office in which the property is located.

   b. ***Team Leader:*** Not applicable.

   c. ***MF Development Rep:*** Not applicable.

7. **Enter #** ***of Sites***. Enter the number of sites for the entire project. If you enter a value greater than one, the system checks the Scattered Site box, regardless of whether the sites are adjacent or scattered.

8. Click Next>> to third **New Application** window (Figure 8) displays. See Section 3.2.2.3 for guidance on completing the third **New Application** window.

3.2.2.3 New Application – Window 3 of 3

New Application Window 3 (Figure 8) collects address and unit counts for each property site that you counted on New Application Window 1. Window 3 automatically displays once for each site. The first window collects information on the property's *primary* site and subsequent windows are numbered sequentially (site 2, site 3). If you entered an incorrect number of sites on New Application Window 2, you can return to Window 2 and change the site count. To do so, use the <<Prev button.

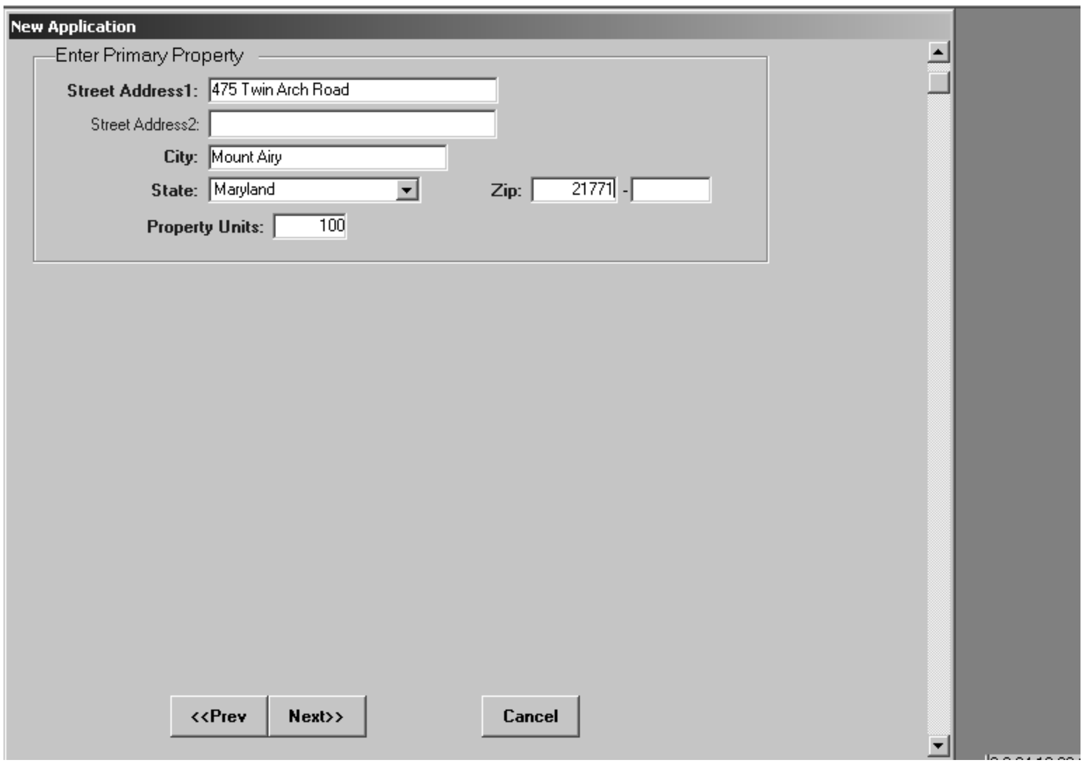


Figure 8. Enter Primary Property Window

To enter site information:

1. Enter the site address, Congressional District and the unit count for the property's primary site:
   - *Street Address1:* Enter the building number and street name. Always include an abbreviated street suffix (e.g., St, Ave, Blvd). Suffixes are needed to geocode addresses. Use the suffixes listed in Table 1. Abbreviations for Street Suffixes below. Do not use a period at the end of the abbreviation.

Table 1. Abbreviations for Street Suffixes

Use:	For:
Ave	Avenue
Blvd	Boulevard
Ctr	Center
Cir	Circle
Ct	Court
Dr	Drive
Expy	Expressway
Hwy	Highway
Jct	Junction
Ln	Lane
Pkwy	Parkway
Pl	Place
Plz	Plaza
Rd	Road
Sq	Square
St	Street
Sta	Station
Ter	Terrace
Trl	Trail
Tpke	Turnpike
Way	Way

- *Street Address2*: If the mailing address for the site includes a Post Office box (PO Box), suite (Ste) or room (Rm) number, enter it here.
- *Zip*: Use 5 digits +4 digits format.
- *Congressional District Code:* Enter the ***two-digit*** code. If the code is 1 through 9, you must enter a leading zero (0) -- e.g., 01, 02.
- *Property Units*: Enter the total units *(revenue + non-revenue)* located on the site covered by this window

2. Click Next>>. If you indicated on New Application Window 1 that this property has multiple sites, the **Enter Property #2** window (Figure 9) displays.

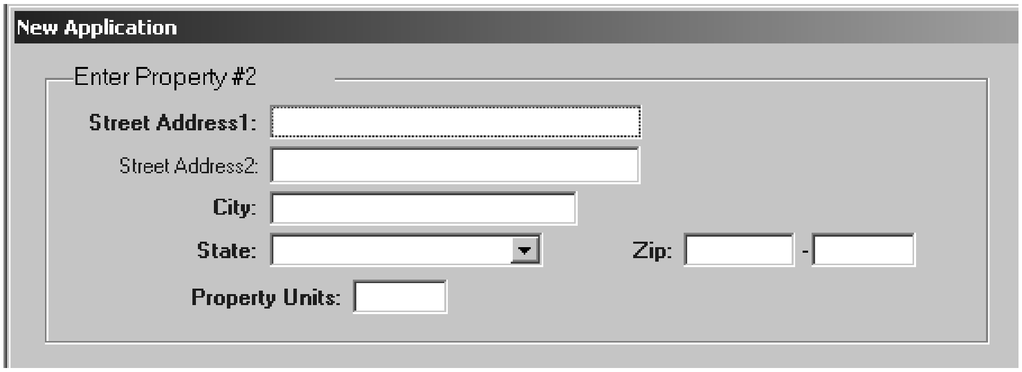


Figure 9: New Application Window 3 of 3 – Property #2

> ✍ **Note:** *If the total unit count on the Enter Property window(s) for all sites does not equal the* Total Units *on the second **New Application** window, click* [<<Prev] *to return to the **New Application** window and adjust the units.*

3. Click [Next>>]. The system saves the application and displays the **Tracking – Administration Application Tabs** window (Figure 10)displays. From the **Tracking – Administration Application Tabs** window, select **File**, then **Close** and the **DAP Main** window displays.

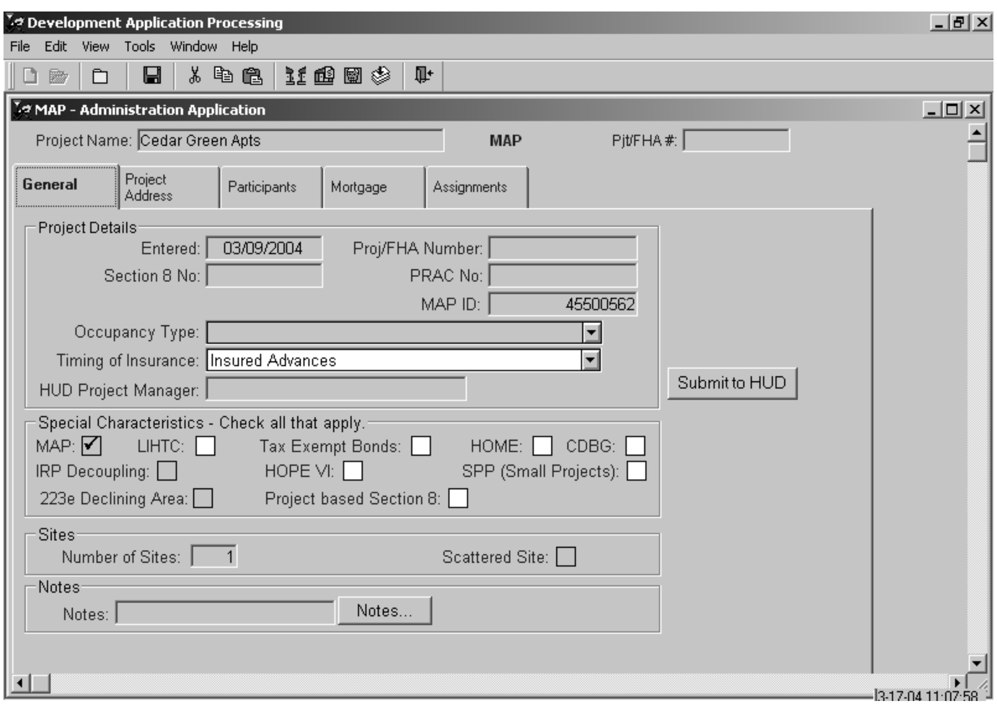


Figure 10: General Tab: MAP Administration Application Window

3.3 Retrieving an Application

This section explains how to retrieve an application previously entered in DAP. After retrieving an application, you can use the steps in Sections 3.3.1.1 through 3.3.1.5 to update the project's special characteristics, address, participants, and mortgage information and create discipline assignments. The steps below explain how the search windows work.

To retrieve an application:

1. From the **File** menu, select **Open**, then **Administration,** and the **Application Search** window displays.

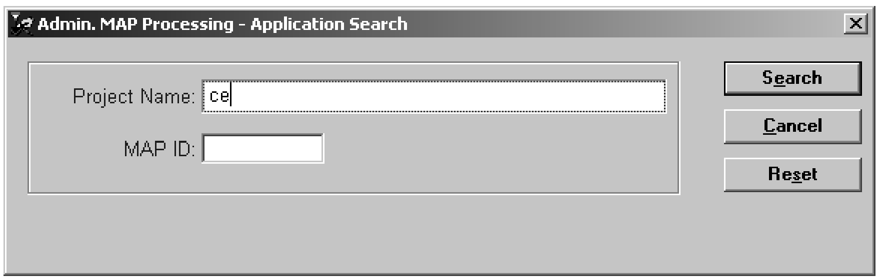


Figure 11: Admin – Search Window

2. Enter one or more of the search criteria.
3. Click 

to search DAP for the application.

   If no project matches the search criteria, the message "No Results Found" displays. Try your search again using different or fewer criteria.

   If your search is successful, a list of projects displays on the **List Projects and Requests for Mortgage Insurance** window (Figure 12 and Figure 13).

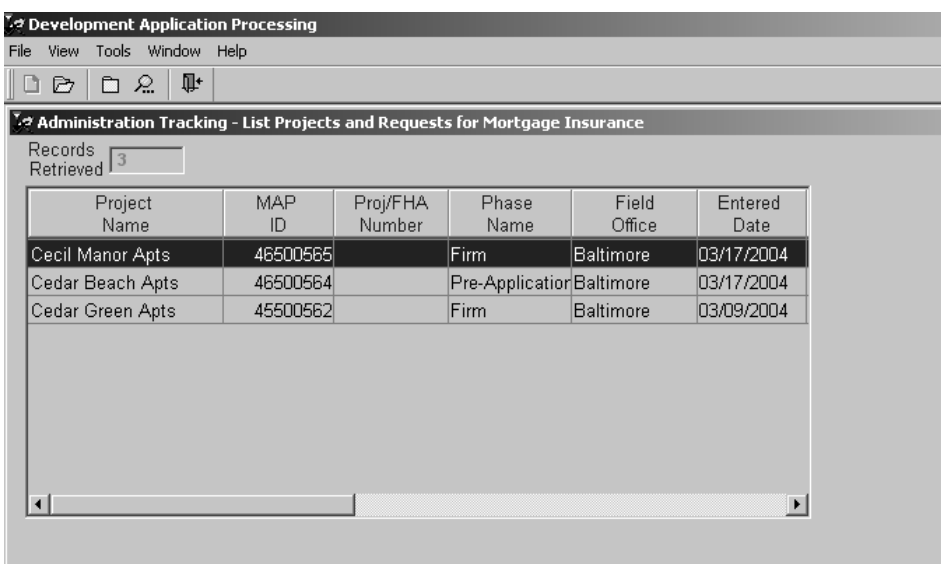


Figure 12. List Projects and Requests for Mortgage Insurance Window (1 of 2)

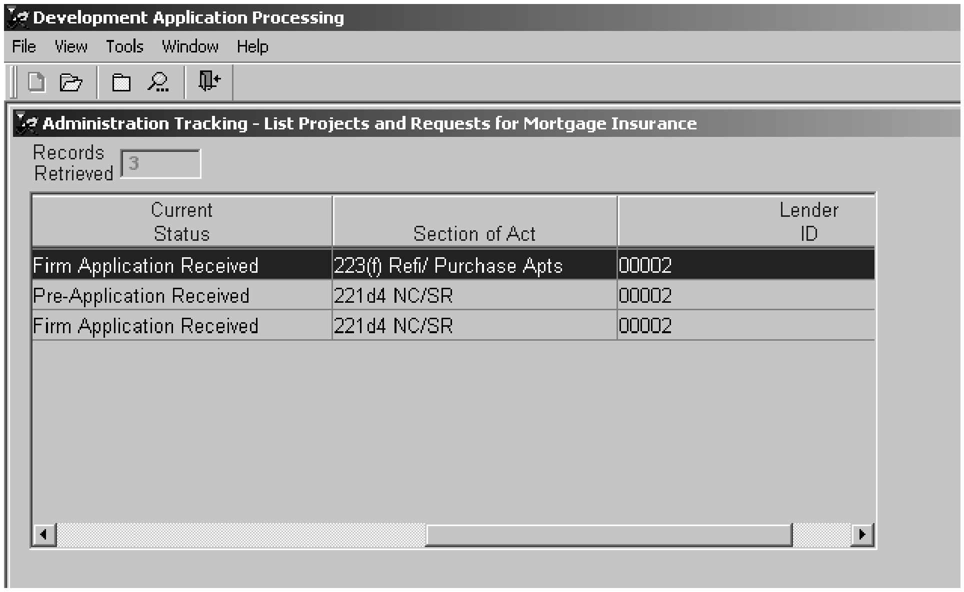


Figure 13: List Projects and Requests for Mortgage Insurance Window (2 of 2)

4. Use the scroll bar in the **List Projects and Requests for Mortgage Insurance** window to see if your project is on the list.
5. If the project you need is on the list, highlight the record.
6. From the **File** menu, select **Open**, and the **MAP - Administration Application** window (Figure 14) displays.

Alternative Option

If the project you need is not on the list, select View and Search. When the Application Search window displays, enter new search criteria to perform another search.

3.3.1 MAP – Administration

There are two paths to access the **MAP - Administration Application** window (Figure 14):

- when you open an existing project from the **Administration - List Projects and Requests for Mortgage Insurance** window (Figure 12); or
- after clicking on 

on the **New Application - Enter Primary Property** window (Figure 8).

Data entered on the New Processing wizard windows will be displayed on these five tab pages.

3.3.1.1 General Tab

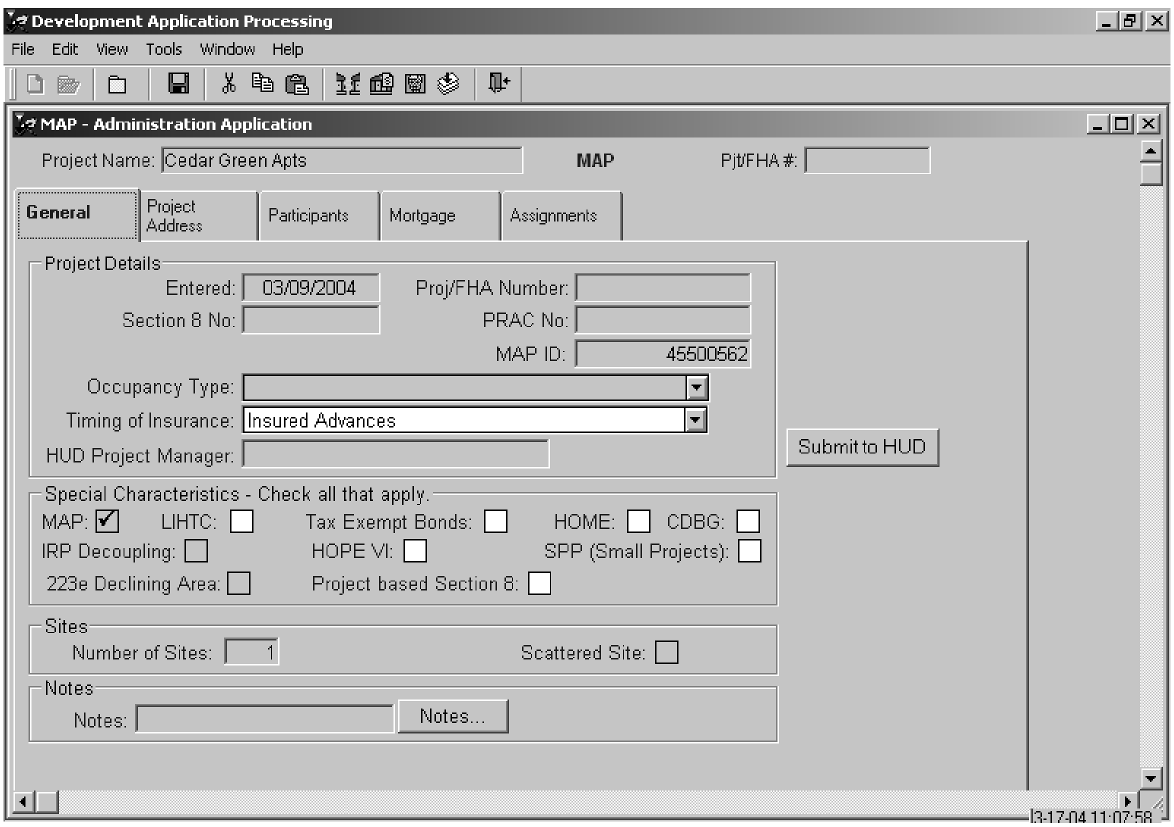


Figure 14. General Tab: MAP Administration Application Window

The General tab is divided into four sections:

- **Project Details**–displays *Entered date, Proj/FHA Number, Section 8 No., PRAC No., MAP ID, Timing of Insurance*, and *HUD Project Manager*
- **Special Characteristics**–displays several check boxes including *MAP, LIHTC, Tax Exempt Bonds, HOME, CDBG, IRP Decoupling, HOPE VI, SPP, 223e Declining Area and Project based Section 8 rental subsidy*
- **Sites**-displays the *Number of Sites* and a check box to indicate that this is a *Scattered Site*
- **Notes-**displays any comments entered by the Tracking Rep and may be updated.

To the left of the vertical scroll bar is the Submit to HUD button. When the application is ready for submission to HUD, click this button to send application to HUD. For information about submitting applications to HUD, refer to Section 3.4 Submitting an Application to HUD Electronically

To enter or edit Project Information:

1. Select the General tab on the **MAP - Administration Application** window.
2. Add Project Information; data field names in bold must be complete:
    - *Timing of Insurance,* from drop-down list.

To enter or edit Special Characteristics:

1. Check all applicable special characteristics.
2. Save your work.

To enter notes in the General tab:

1. Click Notes... to open the **Notes** window (Figure 15).

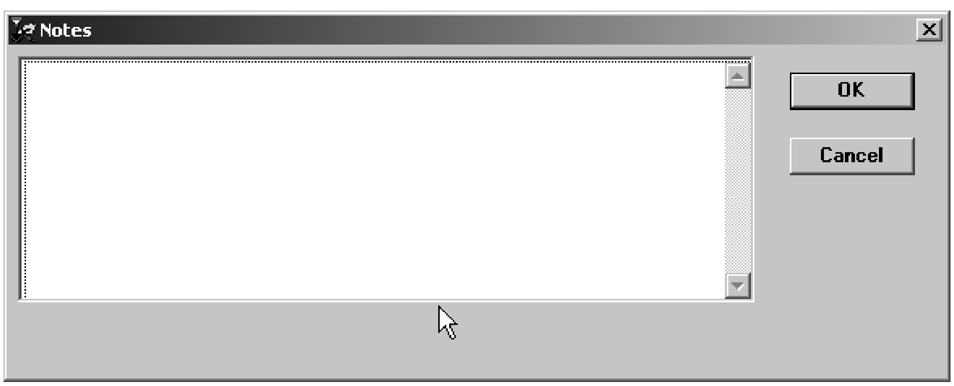


Figure 15. Notes Window

2. Enter your notes. This window's design allows the text to wrap.

> *Note: If notes already exist, press the **End** key to begin your comments after the last note. If you inadvertently overwrite any existing comments, click* Cancel *to return to the General tab and start again by clicking on* Notes....

3. Click OK to save your notes and return to the General tab.

To enter or edit superseded project number information:

1. From the Administration Application Tabs window, click Superseded Proj., and the **Superseded Project Maintenance** window displays.
2. Select a radio button for the question: *Does this Project have an Active FHA Loan?*
3. Enter the Superseded Pjt # information.
4. Click OK to save your work and return to the General tab.

   OR

   Click Cancel and you return to the General tab without saving the information.

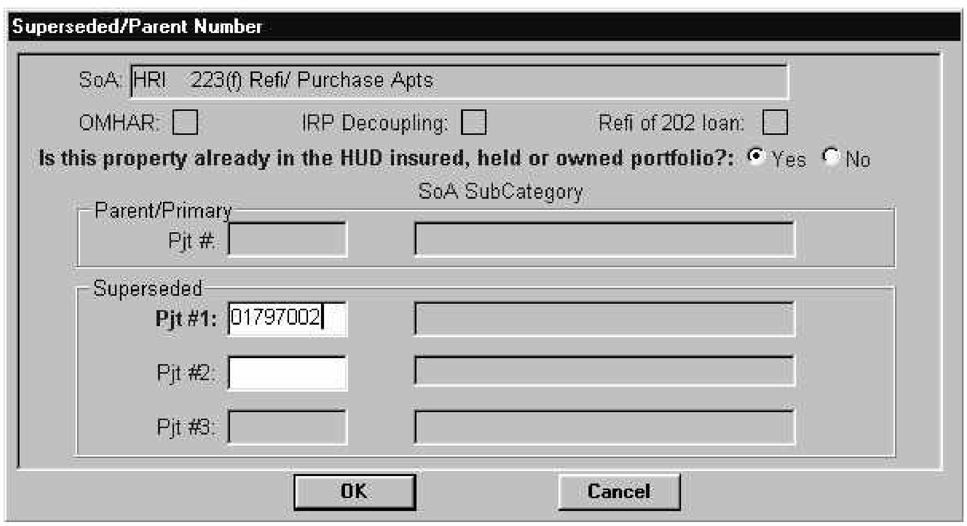


Figure 16. Superseded Project Maintenance

To electronically submit applications to HUD:

See Section 3.3 for more information.

3.3.1.2 Project Address Tab

The Project Address tab (Figure 17) on the **MAP - Administration Application Tabs** window displays all property addresses associated with the project. There may be more than one project address if the project is a scattered site. One address always must be designated as the primary address. The primary address is indicated by an "X" in the *Primary Res.* check box. You can add and edit addresses using the Project Address tab.

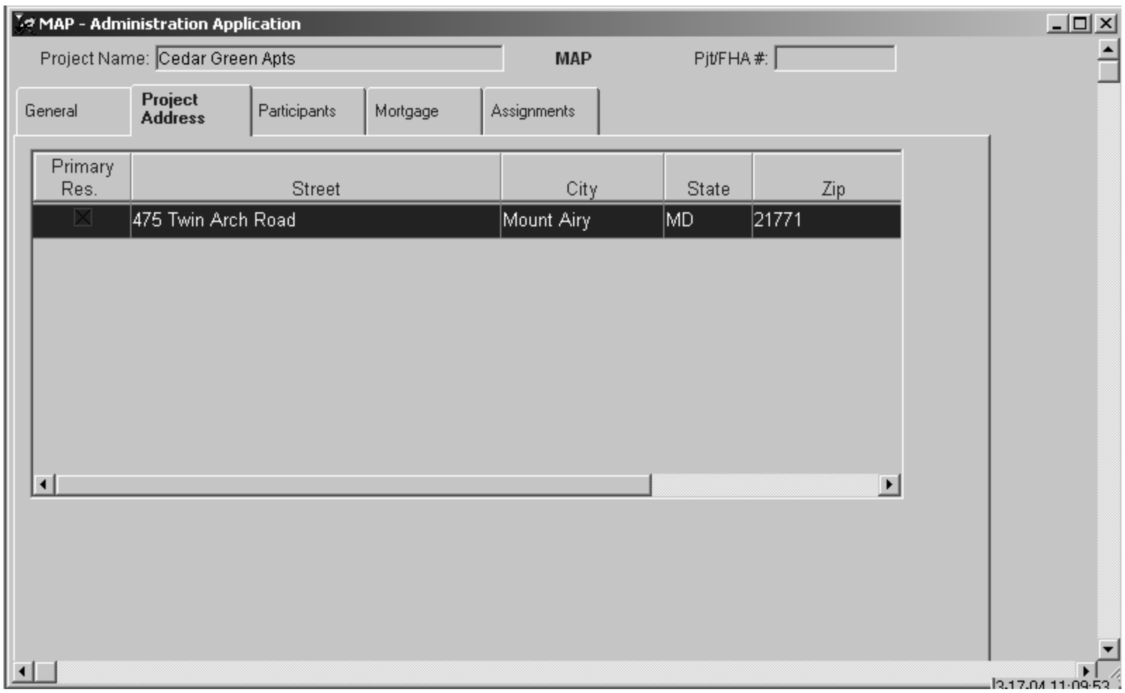


Figure 17. Project Address Tab: MAP Administration Application Window

> ✍ ***Note*****:** *To view the remaining fields on the Project Address tab, using the horizontal scroll bar, scroll to the right.*

To change the primary address designation:

1. Select the Project Address tab.
2. Click the *Primary Res.* check box corresponding to the address you want to designate as the primary address. An address is selected when an "X" appears in its box.

Adding a new address

Before adding a new address, you may need to adjust the number of Property Units of the existing address(es). See 3.3.1.2.1 Address Tab.

To add a new address:

1. Select the Project Address tab in the **MAP - Administration Application** window.
2. From the **File** menu, then select **New**, and the Address tab on the **Tracking - Property Maintenance** window (Figure 18) displays with all fields blank.

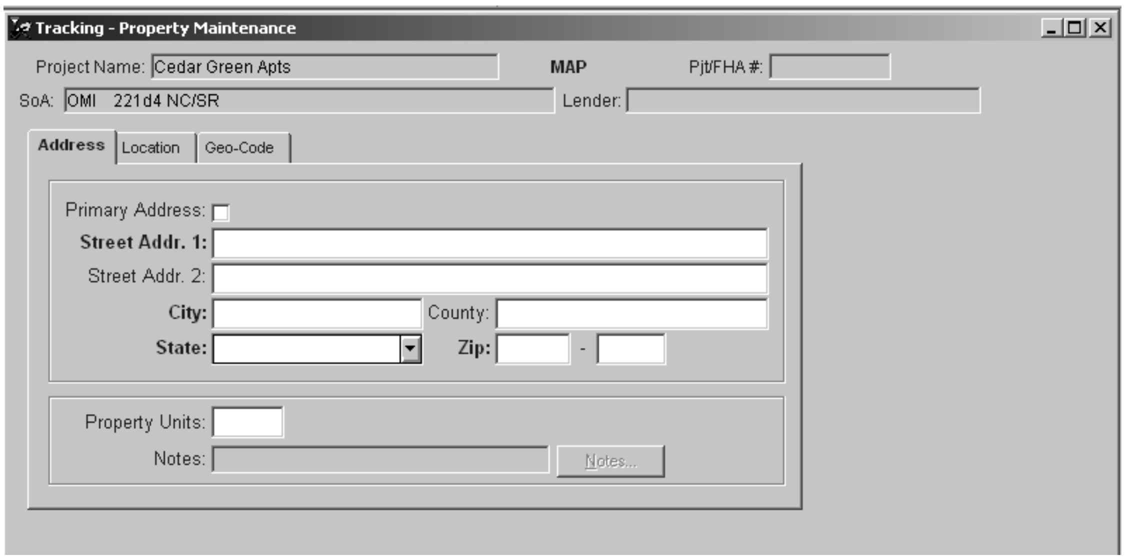


Figure 18. Address Tab

3. Click the *Primary Address* check box to indicate if the address is the primary address.
4. Enter the address data:
   - *Street Addr. 1*;
   - *Street Addr. 2;*
   - *City*;
   - *County*;
   - *State,* from drop-down list;
   - *ZIP;* and
   - *Property Units*.
5. Save your work.

To enter notes in the Address tab:

1. Click Notes... to open the **Notes** window (Figure 19).

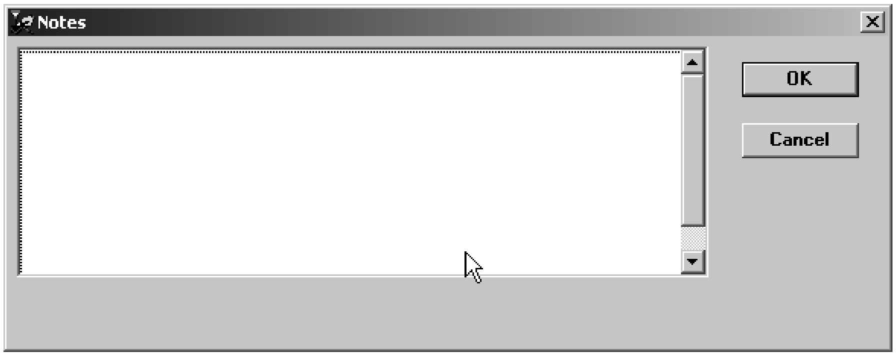


Figure 19. Notes Window

2. Enter your notes.

> ✍ **Note:** *If notes already exist, press the* ***End*** *key to begin your comments after the last note. If you inadvertently overwrite any existing comments, click* Cancel *to return to the General tab and start again by clicking* Notes... .

3. Click OK to save your notes and return to the Address tab.

4. From the **File** menu, select **Close**, and return to the **Administration Application** window.

3.3.1.2.1 Address Tab

The Address tab (Figure 20) displays the selected property's street address data that was entered in the **New Application - Enter Primary Property** wizard window. You can edit the data on this tab.

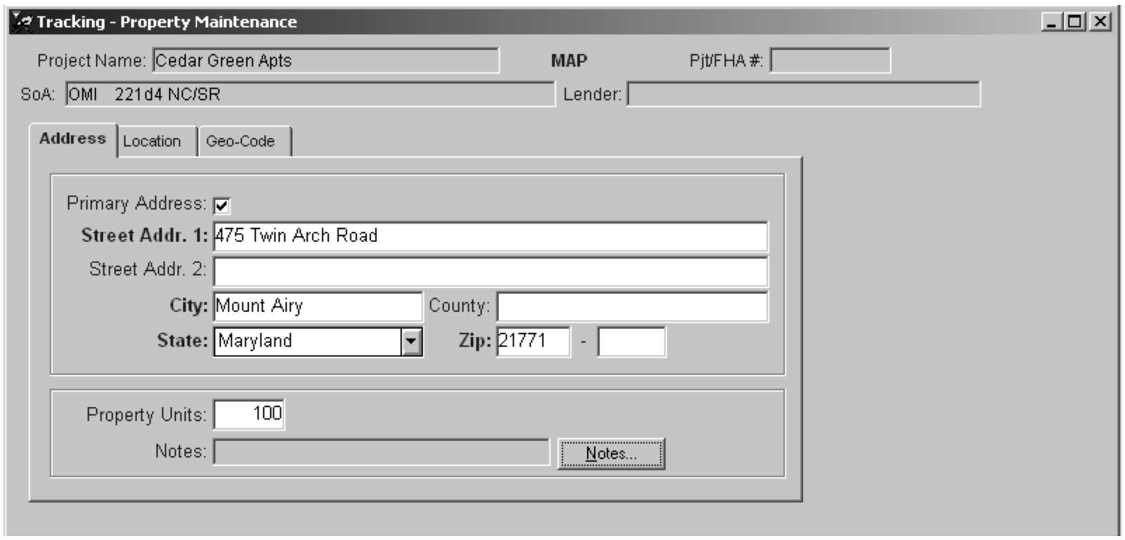


Figure 20. Address Tab

To edit address information:

1. Select the Project Address tab in the **Administration Application** window.
2. From the **File** menu, select **Open**, and the Address tab on the **Property Maintenance** window displays.
3. Click the data field you want to change.
4. Enter the new data.
5. Save your work.
6. Select another Property Maintenance tab.

   Alternative Option

   From the **File** menu, select **Close**, and return to the Project Address tab on the **Administration Application** window.

To edit Property Units:

✍ *Note: When a Project has scattered sites, the total number of units for the all properties must equal or be less than the number of units for the project.*

1. Select the Project Address tab in the **Administration Application** window.
2. From the **File** menu, select **Open**, and the Address tab on the **Property Maintenance** window (Figure 20) displays.
3. Double click *Property Units*.
4. Enter the correct number of units.
5. Save your work.
6. Select another Property Maintenance tab.

   Alternative Option

   From the **File** menu, select **Close**, and return to the Project Address tab on the **Administration Application** window.

3.3.1.2.2 Location Tab

The Location tab (Figure 21) displays *Cross Streets*, *Direction*, and *Distance*. You can add and edit data on this tab.

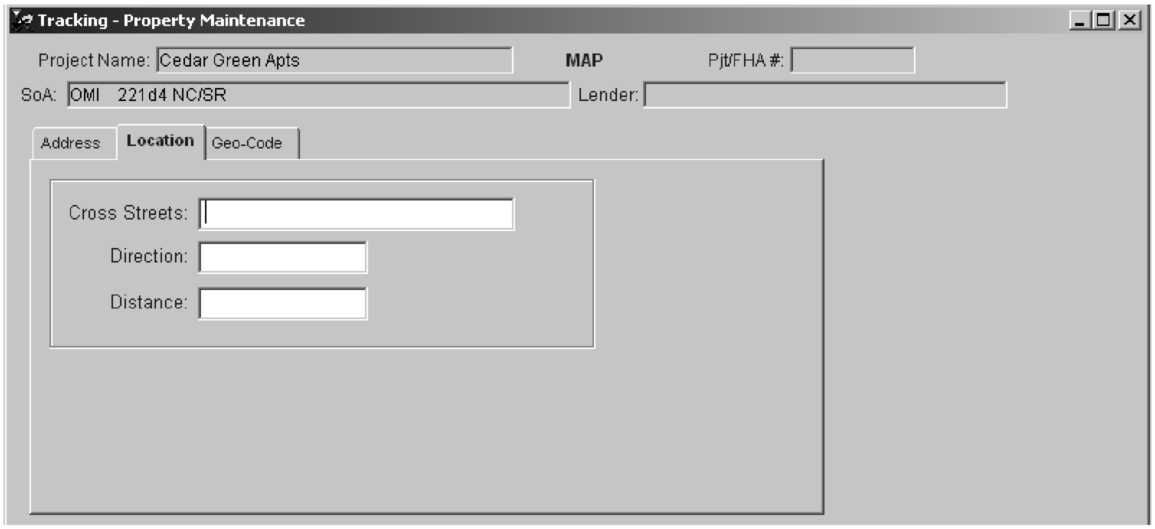


Figure 21. Location Tab

To add/edit Location tab data:

1. Select the Project Address tab on the **Administration Application** window.
2. From the **File** menu, select **Open**, and the Address tab on the **Property Maintenance** window displays first by default.
3. Select the Location tab.
4. Enter Location data:
   - *Cross Streets*
   - *Direction*
   - *Distance*
5. Save your work.
6. Select another Property Maintenance tab.

   Alternative Option

   From the **File** menu, select **Close**, and return to the Project Address tab on the **Administration Application** window.

3.3.1.2.3 Geo-Code Tab

The Geo-Code tab (Figure 22) displays *Longitude, Latitude, MSA Indicator, MSA Code, Place Code, Cong. Dt. Code, County Code,* and *Census* fields. You must enter the Congressional District Code.

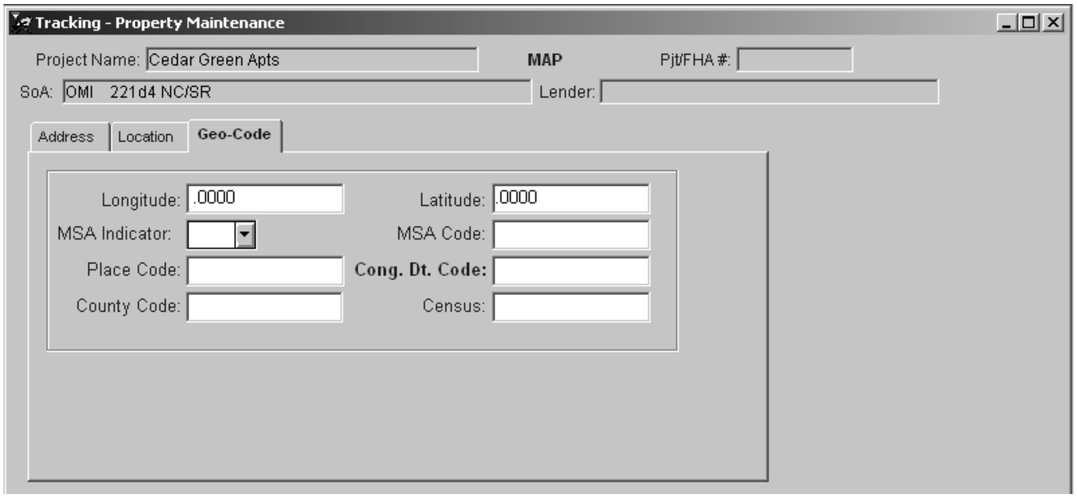


Figure 22. Geo-Code Tab

To add/edit Geo-Code data:

1. Select the Project Address tab in the **Administration Application** window.
2. Select the address to which you want to add or edit data.
3. From the **File** menu, select **Open**, and the Address tab on the **Property Maintenance** window displays.
4. Select the Geo-Code tab and enter Geo-Code data:
   - *Longitude*
   - *Latitude*
   - *MSA Indicator,* from drop-down list
   - *MSA Code* (if you chose “Yes” for the *MSA Indicator*, then *MSA Code* is mandatory)
   - *Place Code*
   - *Cong. Dt. Code:* enter the two-digit code (e.g., 03, 09)
   - *County Code*
   - *Census*.
5. Save your work.

6. From the **File** menu, select **Close,** and return to the Project Address tab in the **Administration Application** window.

3.3.1.3 Participants Tab

The Participants tab (Figure 23) displays data about each participant on the project application. You may enter a new participant (see Section 3.3.1.3.1) or update data for existing participants (see Section 3.3.1.3.2, Participant Maintenance Window).

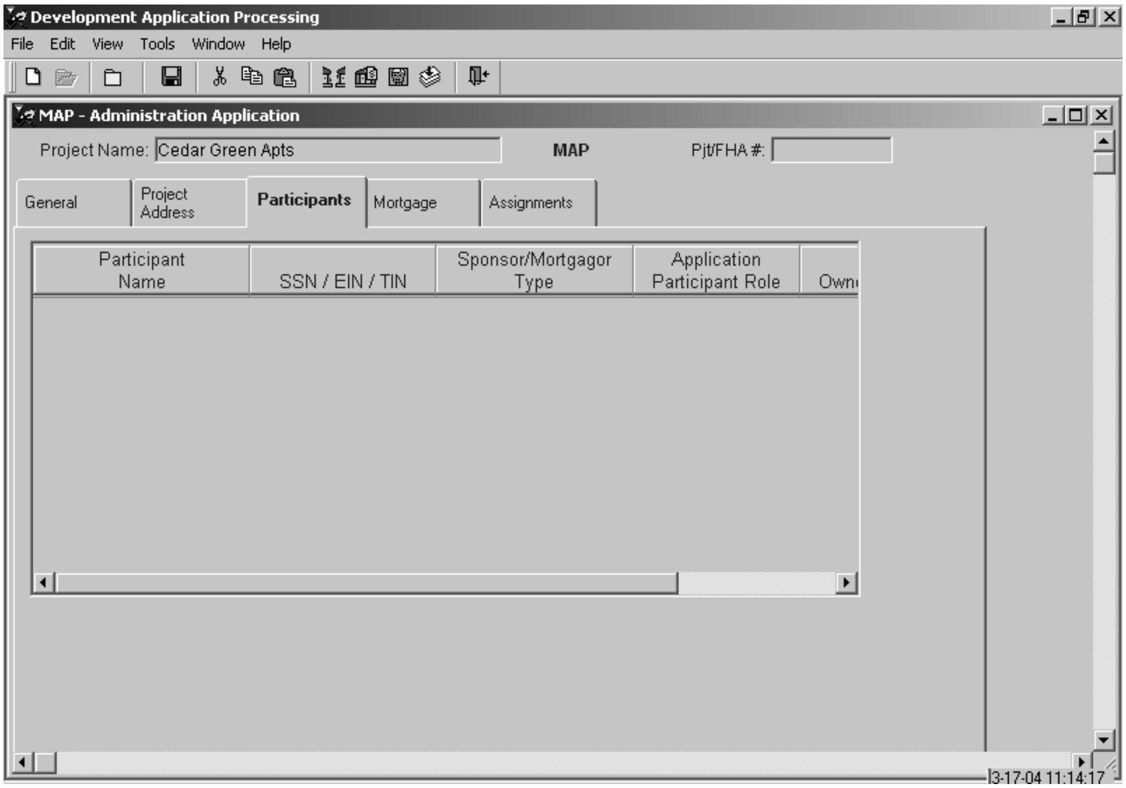


Figure 23. Participants Tab

3.3.1.3.1 Participant Search

Search the system before adding the participant to the project using one or more of the criteria on the Participant Search window.

To search and select a participant:

1. Select the Participants tab.
2. From the **File** menu, select **New**, and the **Participant Search** window (Figure 24) displays.

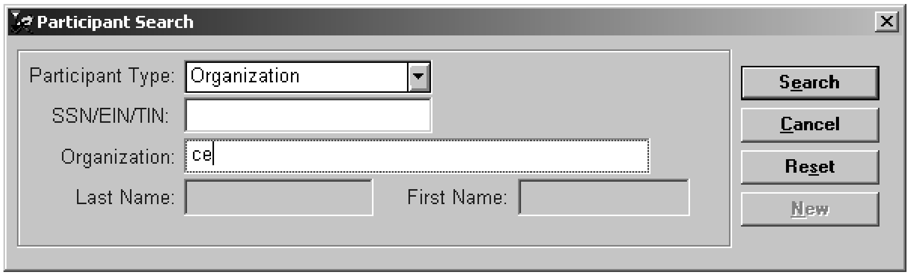


Figure 24. Participant Search Window

3. Select a *Participant Type* from the drop-down list.

   The system default is "Organization."

> ✍ *Note: When you select "Individual," the* Last Name *and* First Name *fields become active and the* Organization *field becomes inactive.*

You can enter partial names and SSN/EIN/TINs if you are not sure of the full name or SSN/EIN/TIN. You can also use any combination of search criteria to locate a participant.

4. Enter search criteria.
5. Click Search.

   When you perform the search, a list of participants that meet the criteria displays in the **Participants List** window (Figure 25). If no participants meet the criteria, a "No Results Found" message displays. Skip to step 8.

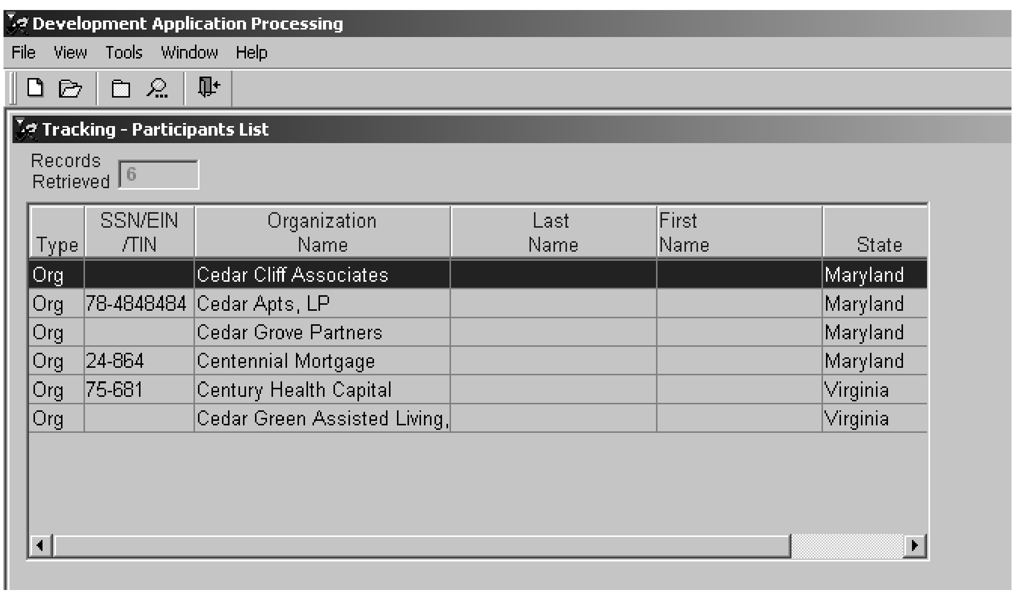


Figure 25. Participants List

6. Use the scroll bar in the **Participants List** window to find the participant.

7. If the participant you searched for is on the list, add the participant to the project by double clicking on it.

   The **Participant Maintenance** window displays with the information about the selected participant, and you can make changes if necessary (see Section 3.3.1.3.2). Closing the window returns you to the Participant tab displaying the added participant.

8. When the "No Results Found" message displays, click New and the **New Application Participant** window (Figure 26) displays.

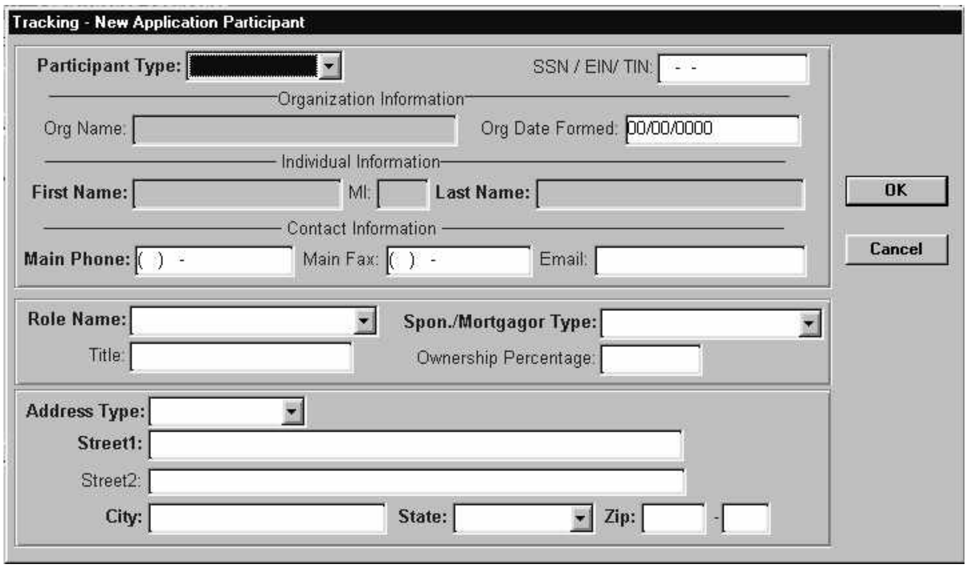


Figure 26. New Application Participant Window

To add a new participant to the project:

1. Select *Participant Type* from the drop-down list.
2. Enter *SSN/EIN/TIN* corresponding to *Participant Type*.
3. If the participant is an organization, enter *Org. Name*.

When you select "Individual," the *First Name*, *MI*, and *Last Name* fields become active and the *Org. Name* and *Org. Date Formed* fields become inactive.

✍ **Note:** *For Organizations, use mixed case except for acronyms which must be all UPPER case. This field is limited to 50 characters (spaces count as characters).*

Alternative Option

If the participant is an individual, enter Individual Information:

- *First Name;*
- *MI;* and
- *Last Name*.

4. Enter Contact Information:

- *Main Phone;*
- *Main Fax*;
- *Email*;
- *Role Name*;
- *Spon./Mortgagor Type*;
- *Title*;
- *Ownership Percentage;*
- *Address Type;*
- *Street 1;*
- *Street 2;*
- *City;*
- *State;* and
- *Zip*.

5. Click [OK], and the participant is added to the project.

The **Participant Maintenance** window (Figure 27) displays. See Section 3.3.1.3.2, Participant Maintenance Window, for instructions.

3.3.1.3.2 Participant Maintenance Window

The **Participant Maintenance** window (Figure 27) displays two tabs, General and Participant Application Address. You can view and enter general information about an existing participant. The General tab displays first.

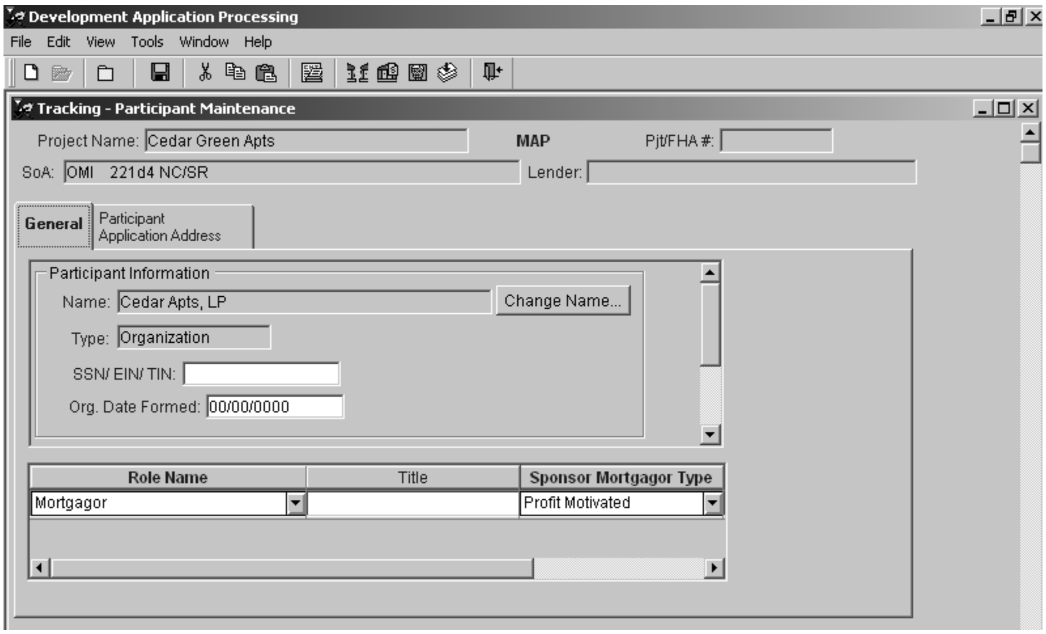


Figure 27. Participant Maintenance Window - General Tab (1 of 2)

3.3.1.3.2.1 Participant's General Tab

The Participant's General tab (Figure 27 and Figure 28) displays the Participant Information: *Name, Type, SSN/EIN/TIN,* and *Org. Date Formed*. Use the vertical scroll bar to access the Contact Information: *Main Phone*, *Main Fax*, and *Email*. You can edit this data with the exception of the *Name* and *Type*. Use [Change Name...] to change the name of the participant to correct spelling errors.

The bottom of the **Participant Maintenance** window displays *Role Name, Title, Sponsor Mortgagor Type, Ownership %,* and *Inactive* dates. When you select a participant from the DAP participant database or after entering data for a participant to be added to the database, the General tab displays by default.

> ✍ **Note:** *When a participant is no longer associated with a project, enter the effective date in the* Inactive *field. The participant may* **not** *be deleted.*

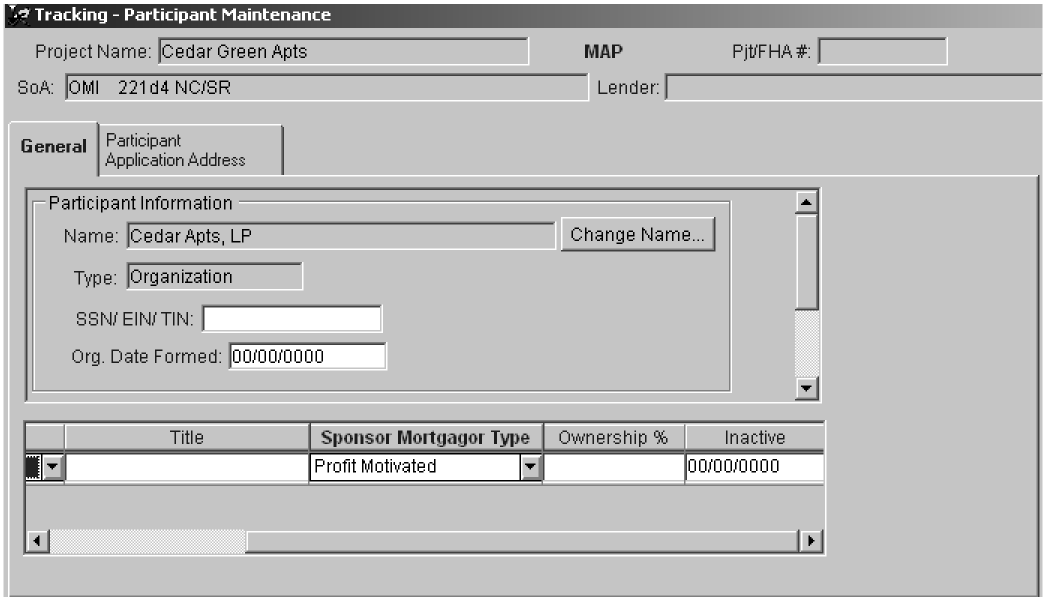


Figure 28. Participant Maintenance Window - General Tab (2 of 2)

To enter/edit Participant Information:

1. Enter the Participant Information:
   - *SSN/EIN/TIN*;
   - if the participant is an organization, enter *Org. Date Formed* using the MM/DD/YYYY format.
2. Use the vertical scroll bar to access the Contact Information:
   - *Main Phone*;
   - *Main Fax*; and
   - *Email*.
3. Save your work.

To enter/edit a participant role:

The bottom of the **Participant Maintenance** window displays the participant's role in the project. *Role Name, Title, Sponsor Mortgagor Type, Ownership %,* and *Inactive* dates are entered on this tab for the participant. Only one participant may have the Sponsor/Developer role.

A participant can have several different roles simultaneously or can change roles during the course of the project. If a participant's role changes, you must create a new role. Since a historical record of all participant roles is maintained by the system, participants cannot be deleted from the list. However, a participant's role may be made inactive.

Use the horizontal scroll bar to access all the data fields.

1. Select *Role Name* from the drop-down list.

2. Enter the *Title* of the participant.
3. Select *Sponsor Mortgagor Type* from the drop-down list.

> ✍ **Note:** *If the* Role Name *entered in step 1 is* Sponsor/Developer*, the* Sponsor Mortgagor Type *is populated automatically from data entered in the* ***New Application*** *wizard window.*

4. Enter *Ownership %.*
5. Save your work.

To enter a new participant role:

1. Select the General tab on the **Participant Maintenance** window.
2. From the **File** menu, select **New**, and a new row is added.
3. Select *Role Name* from the drop-down list.
4. Enter *Title* of the participant.
5. Select *Sponsor Mortgagor Type* from the drop-down list.
6. Enter *Ownership %.*
7. Save your work.
8. To enter additional participant roles, repeat steps 1-7.

3.3.1.3.2.2 Change Participant Name

If there is an error when entering a participant's name or the participant's name was changed, correct the error by completing the following steps.

To change the participant's name:

1. From the General tab of the **Participant Maintenance** window, click Change Name..., and the **Change Participant Name** window (Figure 29) displays.

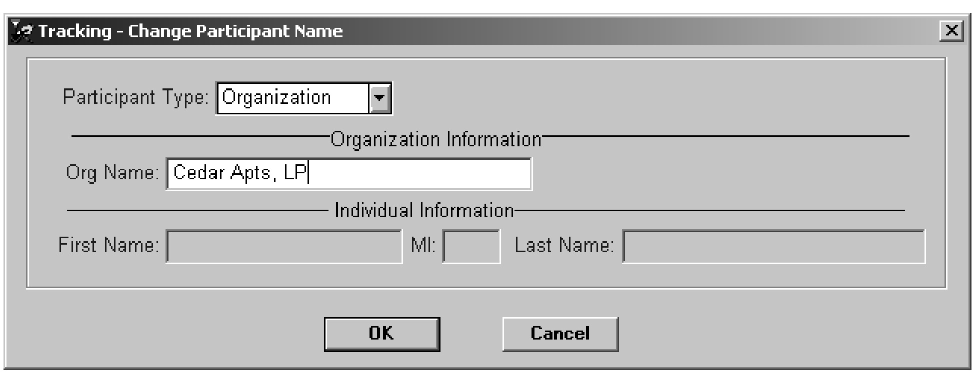


Figure 29. Change Participant Name Window

2. Select the name to change.
3. Enter the correct name.
4. Click OK to save the new name and return to the **Participant Maintenance** window.

3.3.1.3.2.3 Participant Application Address Tab

The Participant Application Address tab (Figure 30) lists all addresses associated with the participant. A participant may list three types of addresses: home, office, and mailing. You add or edit a participant address on this tab. If there are multiple addresses, designate one as the primary address.

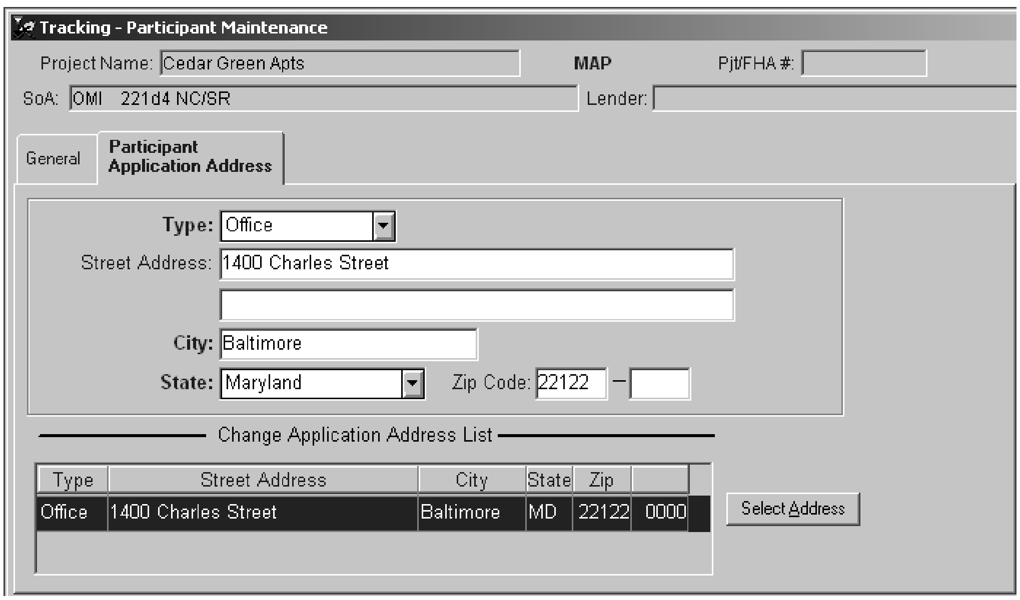


Figure 30. Participant Maintenance Window - Participant Application Address Tab

To add an address:

1. Select the Participant Application Address tab.
2. From the **File** menu, select **New**, and the tab displays with all fields blank.
3. Select *Type* from the drop-down list.
4. Enter the address data.
5. Save your work.

To edit an address:

1. Select the address you want to edit in the address list.
2. Enter the correct data or select from the drop-down list.

3. Save your work.

3.3.1.4 Mortgage Tab

The Mortgage tab (Figure 31) displays financing and dwelling units information. This data was initially entered when the project was first created in the DAP system. You can update the financing and dwelling units information.

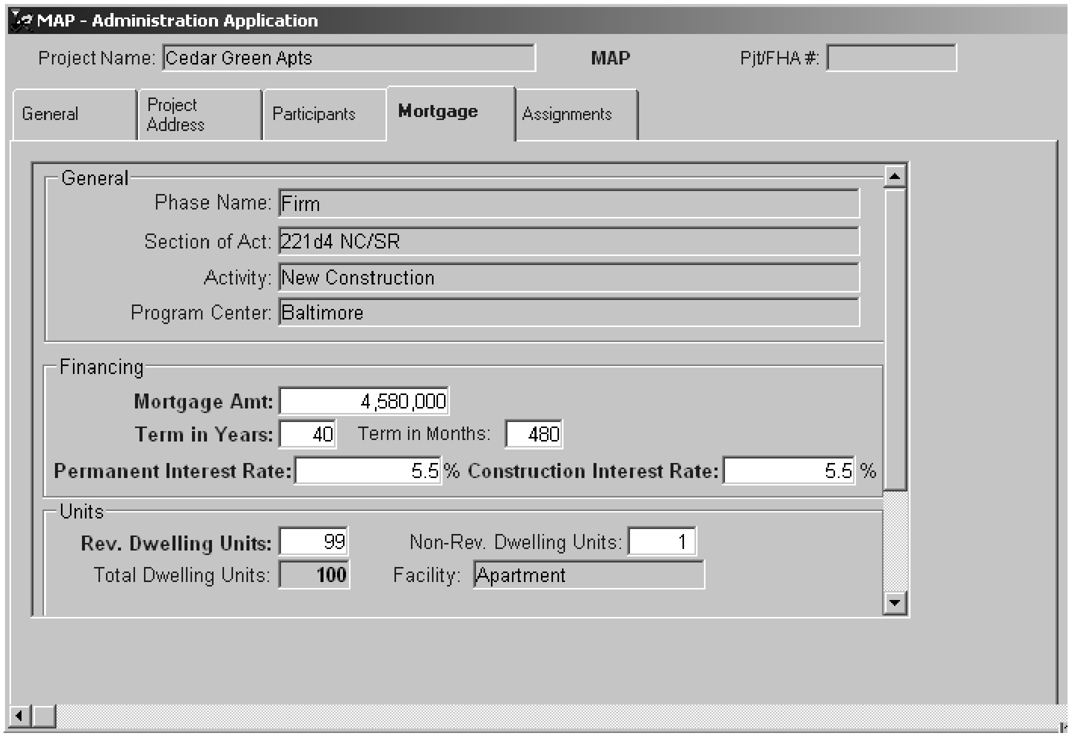


Figure 31. Mortgage Tab

To edit financing data:

1. Select the Mortgage tab on the **Administration Application** window.
2. Add Financing information (data field names in bold must be completed):
   - *Mortgage Amt.;*
   - *Term in Years;*
   - *Term in Months*.
   - *Int. Rate;* and
   - *Construction Rate* (after *MOS at %* is entered in Valuation, this field is disabled).
3. Save your work.

To edit units information:

1. Select the Mortgage tab on the **MAP - Administration Application** window.
2. Add Unit information. Data field names in bold must be complete:
   - *Rev. Dwelling Units;*
   - *Non-Rev. Dwelling Units;*

- *Facility Type,* from the drop-down list (only applicable for 221d(3) program types: MME and MMI).

3. Save your work.

3.3.1.5 Assignments Tab

The Assignments tab on the **MAP - Administration Application** window (Figure 32 and Figure 33) allows the Tracking Representative to create, manage, view, and process assignments. The Tracking Rep can create assignments for pre-application and firm phases and can do so for four discipline types: A&E, Cost, Valuation, and Mortgage Credit.

Work is assigned separately for each phase. In each phase of an application, only one assignment per discipline can be open and active at any time, and the assignment can be made only to one Technical Specialist. This prevents the creation of duplicate assignments. Assignments can be made to Technical Specialists only after the Security Administrator has assigned each Technical Specialist to a discipline.

Only the Tracking Rep can create and update assignments. When the assigned Technical Specialist inputs data for a DAP-supported program, the Technical Specialist uses the processing subsystem, not the Tracking windows. The Technical Specialist can access those windows from the **DAP Main** window. (See Chapter 4 through Chapter 7 for technical processing information.)

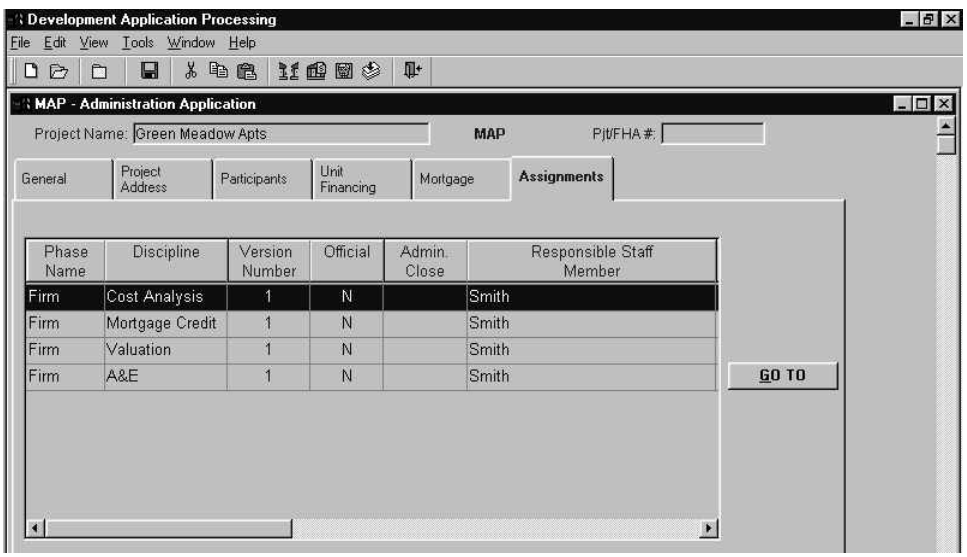


Figure 32. Assignments Tab (1 of 2)

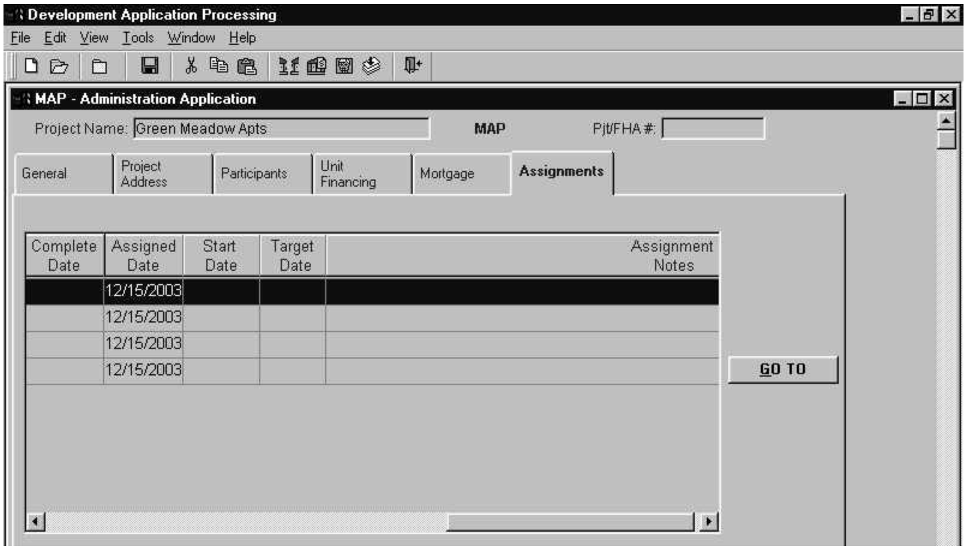


Figure 33. Assignments Tab (2 of 2)

3.3.1.5.1 Creating an Assignment

Access the **New MAP Assignment** wizard window (Figure 34) from the Assignments tab to create assignments. The Tracking analyst creates assignments by discipline type (i.e., A&E, Cost, Valuation, and Mortgage Credit). After an assignment is created, another one cannot be created as long as it remains open. This prevents the creation of duplicate assignments and ensures the data entered is the most recent and accurate. The Tracking analyst also can view the discipline assignment information.

Once the discipline analysts complete processing and the assignment is closed, all information is view only and cannot be changed. If the assignment needs updates or corrections after the assignment is closed, the Tracking analyst must create a new assignment. All data in the closed assignment remains unchanged as a historical record, but it can be copied by the discipline analyst into the new assignment. If the assignment needs to be re-assigned to another individual before it is completed and closed, the Tracking analyst can perform an administrative close (see Section 3.3.1.5.3). The system tracks and displays the number of versions created for each discipline.

> ✍ **Note:** *When a project enters a new phase and if critical values have changed, new discipline assignments must be made for the new phase.*

To create an assignment:

1. Select the Assignments tab on the **MAP - Administration Application** window (Figure 32).
2. From the **File** menu, select **New**, and the **New MAP Assignment** wizard window (Figure 34) displays.

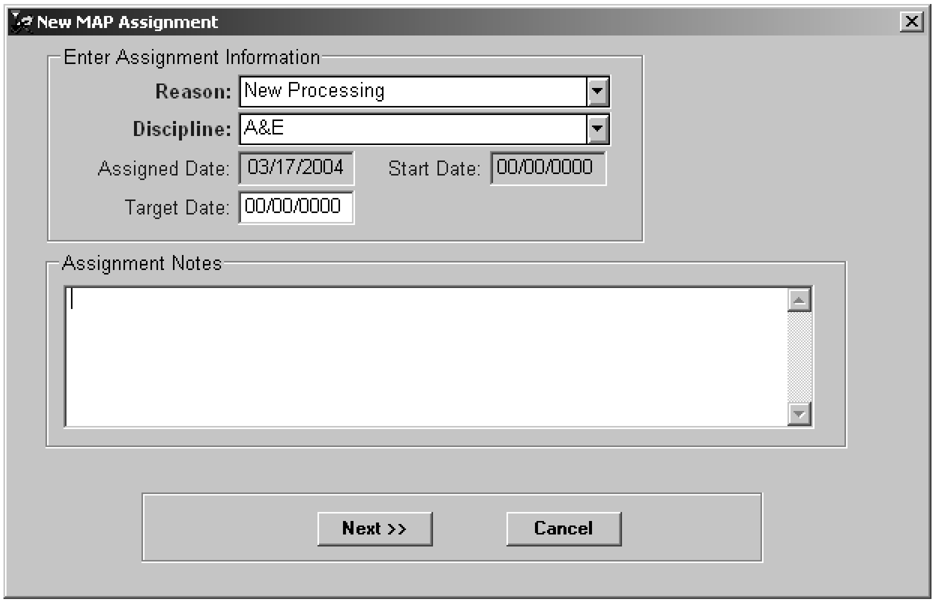


Figure 34. New MAP Assignment Window

3. Enter the assignment information (data field names in bold must be completed):
   - *Reason*;
   - *Discipline*;
   - *Assigned Date* (the system populates this field based on the current date);
   - *Start Date* (the system populates this field when the analyst has started processing);
   - *Target Date,* and
   - *Assignment Notes*.

4. Click 

to continue, and the second **New MAP Assignment** wizard window (Figure 34) displays a list of Staff Members.

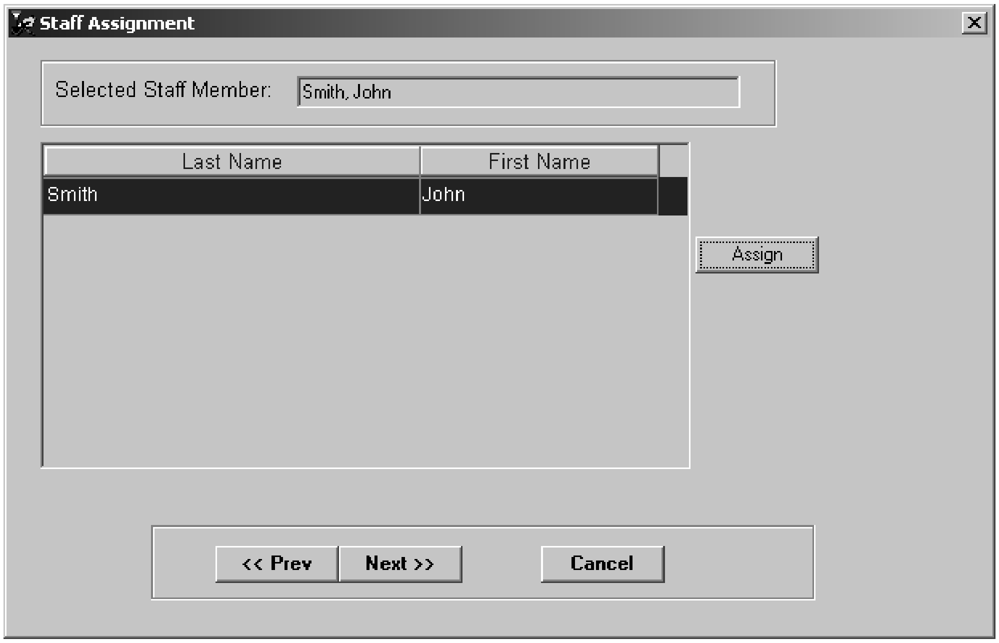


Figure 35. Staff Assignment Window

5. Select the Staff Member.
6. Click , and the selected name displays in the *Selected Staff Member* field at the top of the **New MAP Assignment** wizard window (Figure 34).
7. Click , and you return to the Assignments tab which displays summary information about the new assignment.

To add assignment comments:

1. Select the Assignments tab on the **Administration Application** window.
2. Select the Assignment.
3. From the **File** menu, select **Open**, and the **Administration Assignment Maintenance** window (Figure 36) displays.

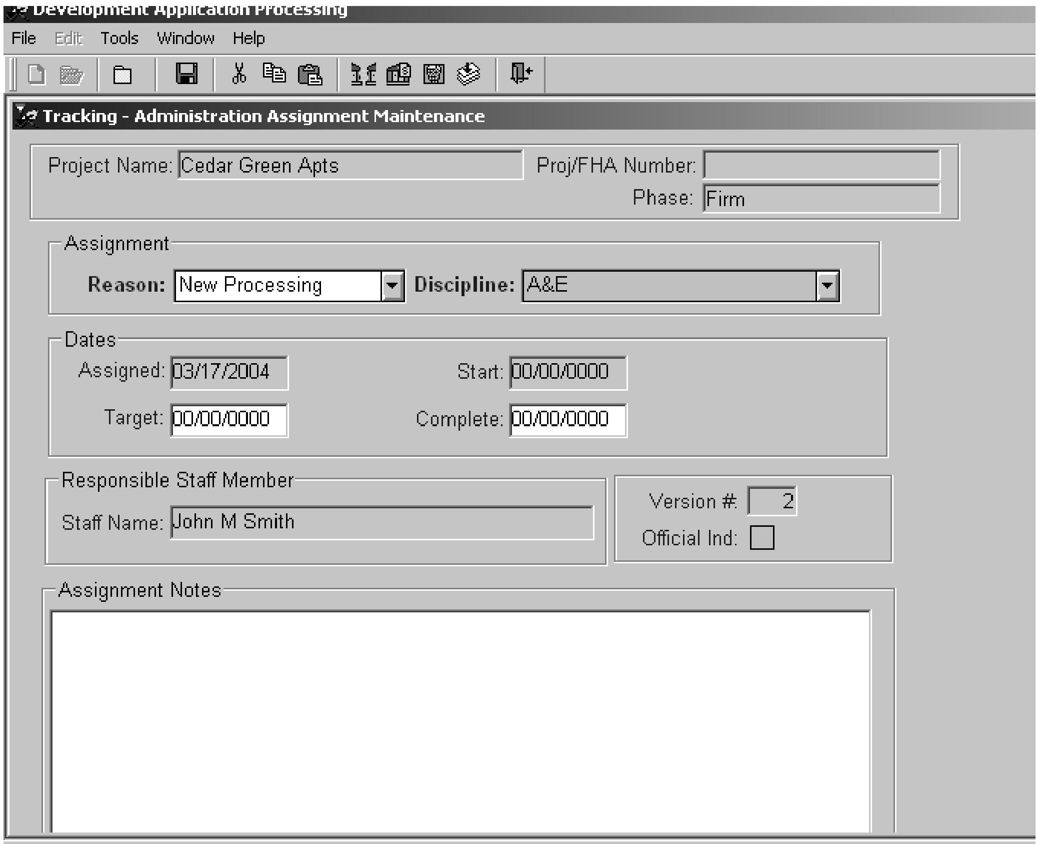


Figure 36. Administration Assignment Maintenance Window

> ✍ **Note:** *The* Version # *displays the version number for a particular discipline assignment.*
>
> ✍ **Note:** *The* Official Indicator *is an inactive field that displays a check mark after the appropriate Valuation and Mortgage Credit assignments have been closed and flagged as the official versions to be submitted to HUD.*

4. Click inside the *Assignment Notes* textbox and enter your notes.
5. From the **File** menu, select **Save**.
6. From the **File** menu, select **Close**, and the Assignment tab displays your notes in the *Assignment Notes* column.

3.3.1.5.2 Viewing the Discipline Assignment

The GO TO button on the **Administration Application** window is active only after assignments are created. It provides a shortcut to the discipline assignment. You may view the data; however, only the person assigned to the discipline can enter and edit the data.

To view a discipline assignment:

1. Select the Assignments tab on the **Administration Application** window.
2. Select the discipline assignment you want to view.
3. Click GO TO, and the main window of the discipline displays. You can view the data.

3.3.1.5.3 Close an Assignment

Closings create a permanent administrative record of the assumptions and analysis stored in the assignment. After an assignment is closed, no changes or additions can be made to the closed assignment. If additional processing is needed for the discipline and phase covered by the assignment, the Tracking Rep must create a new version of the closed assignment (see Section 3.3.1.5.1). Given that only one assignment per discipline can be open and active for a phase, staff should close assignments in the following situations:

A. The Technical Specialist has processed the assignment in DAP, the assignment has passed DAP edits, and no additional processing is expected for that discipline and phase.

B. Additional processing in the discipline subsystem is needed, but the Technical Specialist wants to preserve the current assumptions and analysis. For example, the Technical Specialist may want to compare the impact of differing scenarios or the Technical Specialist could not determine why the processing did not pass the DAP subsystem's edits.

C. For any processing, the processing is not complete and the case is being reassigned to a new Technical Specialist.

For Situation A, the Technical Specialist should enter the completion date in the discipline's processing subsystem.

For Situation B, either the Technical Specialist can enter the completion date in the processing subsystem or the Tracking Rep can enter the completion date in Tracking's **Assignment tab**.

For Situation C, only the Tracking Rep can enter the completion date in Tracking's **Assignment tab**.

If the Tracking Rep enters the completion date in the **Assignment tab,** the system marks the assignment as "**Admin Close**". This message displays in red letters next to the *Date Assgmt Closed* field on the **Administration Assignment Maintenance** window Figure 38).

To perform an administration close:

1. Select the Assignments tab on the **Administration Application** window.
2. Select the discipline assignment on the Assignments tab (Figure 37).

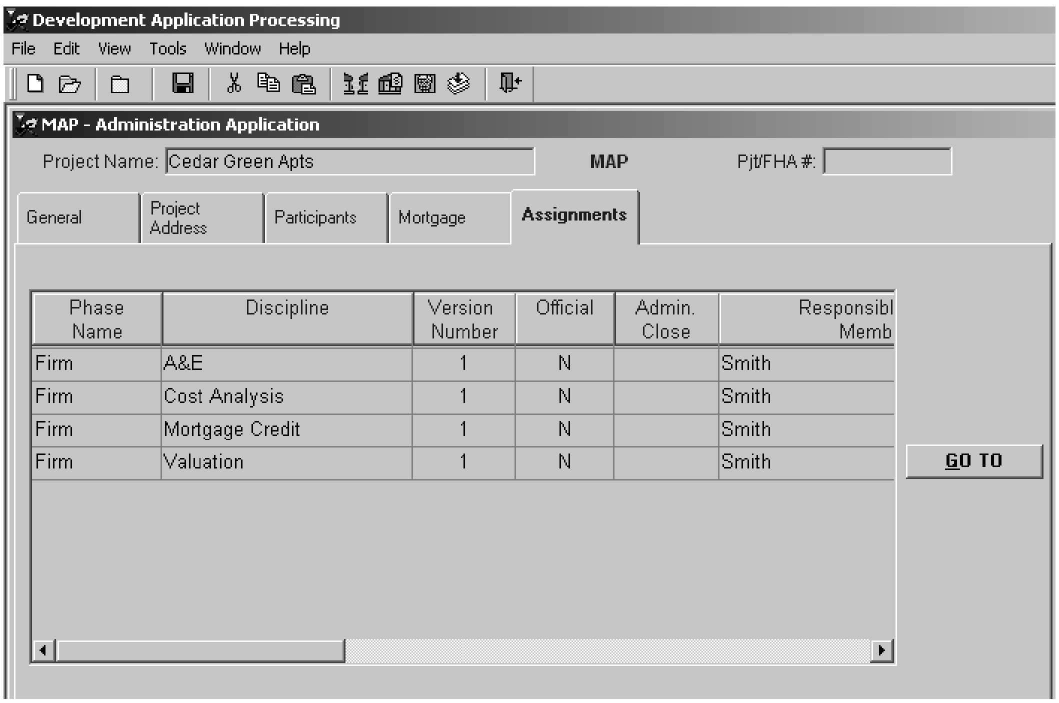


Figure 37. Assignments Tab - Select Assignment for Administration Close

3. From the **File** menu, select **Open**, and the **Administration Assignment Maintenance** window (Figure 38) displays.

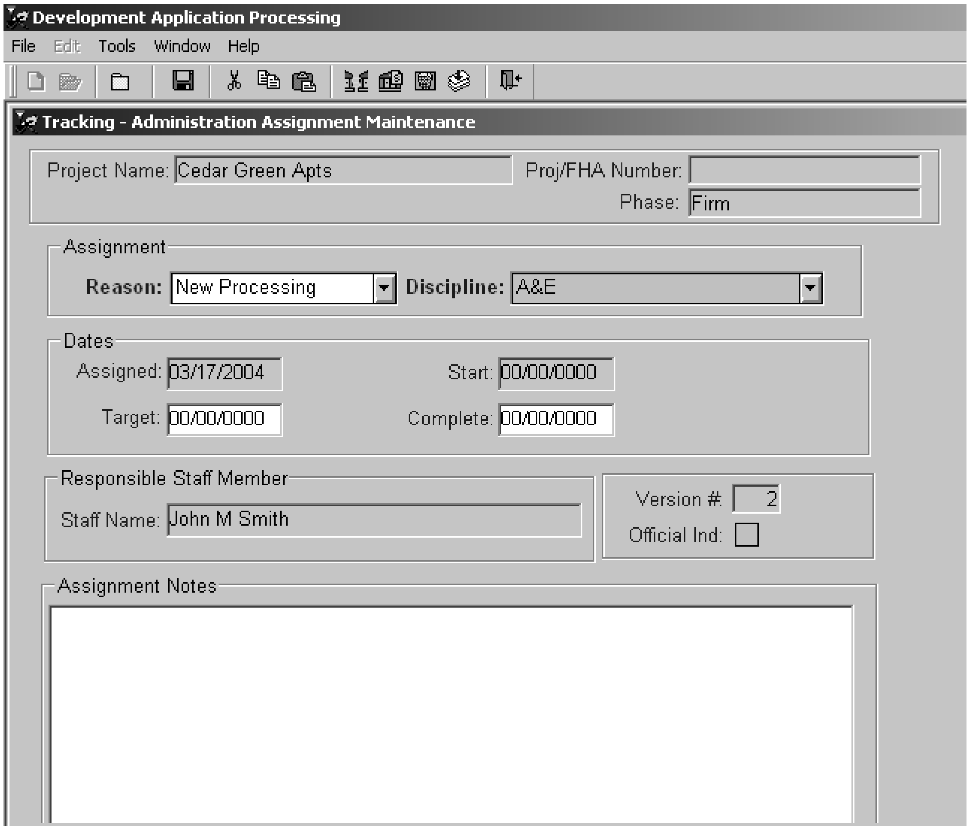


Figure 38. Administration Assignment Maintenance Window

4. Enter the *Complete* date.
5. Save your work, and the **Administration Assignment Maintenance** window (Figure 39) displays *Administration Close* in red beside the *Complete* date.

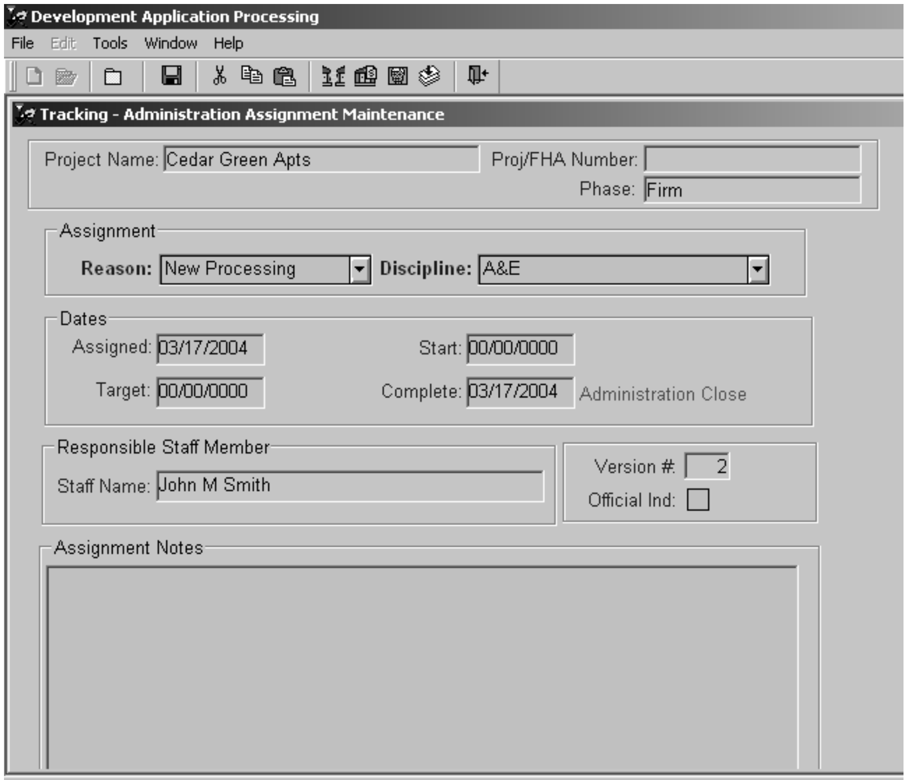


Figure 39. Administration Assignment Maintenance Window - Administration Close

6. From the **<u>F</u>ile** menu, select **<u>C</u>lose**, and the Assignments tab on the **Administration Application** window (Figure 40) displays. After administratively closing a discipline assignment, the *Admin. Close* column displays *Yes* for that assignment.

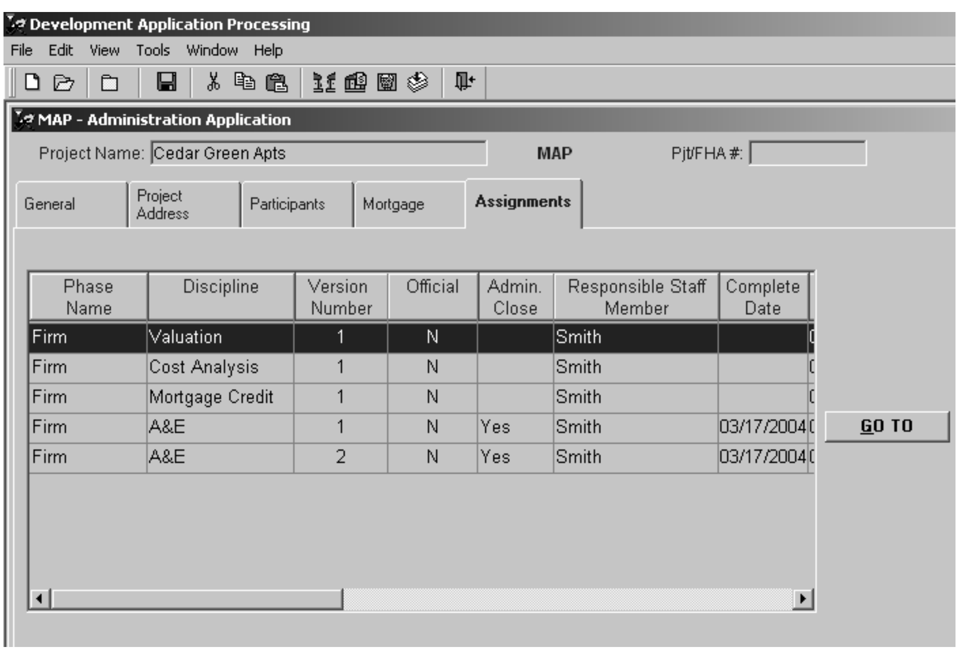


Figure 40. Administration Application Window - Summary of Administration Close

3.3.1.5.4 Setting the Official Flag

For projects in the pre-application phase, the Tracking Rep sets the Official flag (Figure 41) after the Appraiser has complete his/her analysis in Valuation. The system then automatically sets the official flags for the associated A&E and Cost assignments. If the official Valuation assignment needs revision, only the Tracking Rep may make the change.

For projects in the firm phase, the Tracking Rep sets the Official flag after the Appraiser and Mortgage Credit Examiner have complete their analysis in Valuation and Mortgage Credit. After setting the Valuation official flag, the system then automatically sets the official flags for the associated A&E and Cost assignments. The Mortgage Credit assignment must be linked to the official Valuation assignment. If the official Valuation or Mortgage Credit assignment official flags needs revised, only the Tracking Rep may make the change.

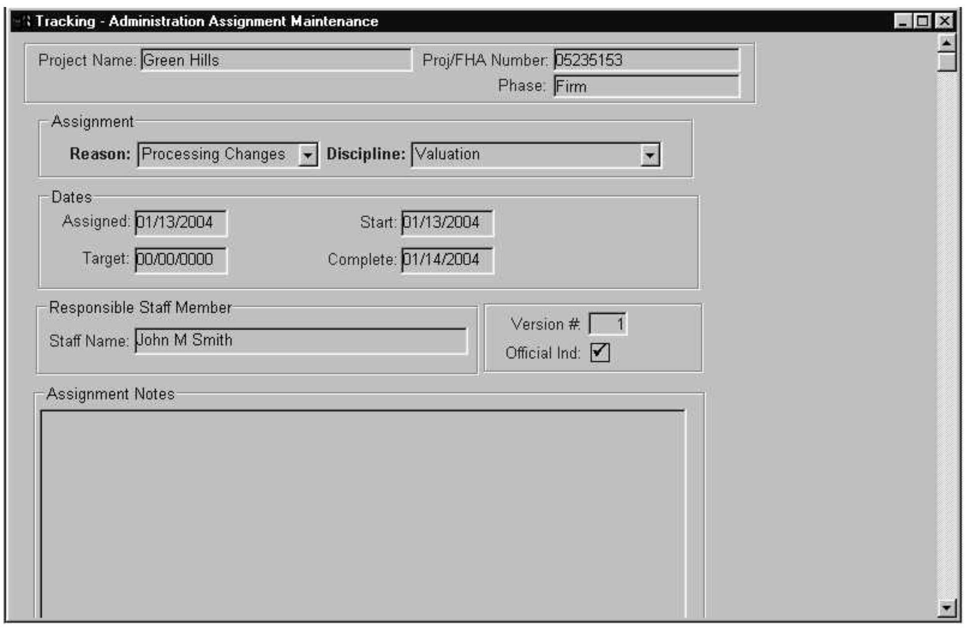


Figure 41. Valuation Main Menu - Assignment Tab - Official Flag Indicator

To set the official flag indicator:

1. From the **DAP Main** window, select **File**, then **Open**, and the menu option display.
2. Select **Administration**, and the **Assignment Search** window (Figure 11) displays.
3. Enter the Project Name. The **Administration Tracking – List Projects and Requests for Mortgage Insurance** window (Figure 12) displays.
4. Highlight the project you want.
5. From the **File** menu, select **Open**. The **MAP – Administration Application** window (Figure 14) displays.
6. Select the Assignments tab (Figure 32).
7. Highlight the Valuation assignment or Mortgage Credit assignment version you want to designate as Official and double-click.
8. From the **File** menu, select **Open**. The **Administration Assignment Maintenance** window (Figure 36)displays.
9. Click in the *Official Ind.* check box to designate the Valuation analysis as the official version, and a validation message displays (Figure 42).

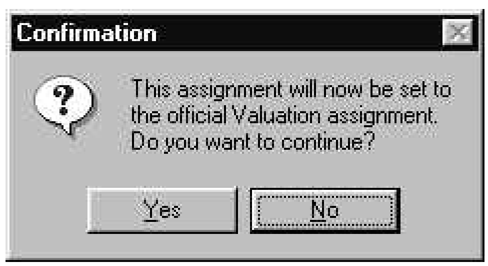


Figure 42. Validation Message

10. Click  to save and a check mark displays in the Official box indicating the assignment is the official version.

To change the Official flag designation:

1. From the **DAP Main** window, select **File**, then **Open**, and the menu option display.
2. Select **Administration**, and the **Assignment Search** window (Figure 11) displays.
3. Enter the Project Name. The **Administration Tracking – List Projects and Requests for Mortgage Insurance** window (Figure 12) displays.
4. Highlight the project you want.
5. From the **File** menu, select **Open**. The **MAP – Administration Application** window (Figure 14) displays.
6. Select the Assignments tab (Figure 32).
7. Highlight the Valuation assignment or Mortgage Credit assignment version you want to designate as Official.
8. From the **File** menu, select **Open**. The **Administration Assignment Maintenance** window (Figure 36)displays.
9. Click in the Official Ind. check box to designate the Valuation analysis as the official version, and a validation message (Figure 43) displays.

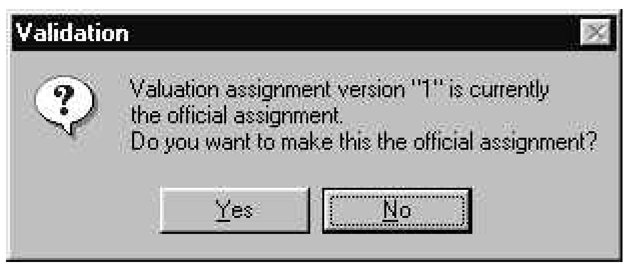


Figure 43. Validation Message

10. Click  to save and designate the assignment as Official. This will now set the Official flag for all assignments linked to this version.

To de-select the Official flag designation:

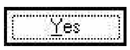
1. From the **DAP Main** window, select **File**, then **Open**, and the menu option display.
2. Select **Administration**, and the **Assignment Search** window (Figure 11) displays.
3. Enter the Project Name. The **Administration Tracking – List Projects and Requests for Mortgage Insurance** window (Figure 12) displays.
4. Highlight the project you want.
5. From the **File** menu, select **Open**. The **MAP – Administration Application** window (Figure 14) displays.
6. Select the Assignments tab (Figure 32).

7. Highlight the Valuation assignment or Mortgage Credit assignment version you want to designate as Official and double-click.

8. From the **File** menu, select **Open**. The **Administration Assignment Maintenance** window (Figure 36)displays.

9. Click in the *Official Ind.* check box to remove the Valuation analysis as the official version, and a validation message (Figure 44).

Figure 44. Validation Message

10. Click  to save and the Official box will be unchecked.

    - OR -

    If both the Valuation and Mortgage Credit assignments are closed and designated as Official and you want to remove the Valuation Official Flag, the following validation message (Figure 45) displays.

Figure 45. Validation Message

11. Click , and the Official box is cleared.

3.4 Submitting an Application to HUD Electronically

The DAP system supports the process of submitting applications to HUD from approved lenders after completion of the pre-application and firm phases. HUD receives the applications both electronically and in hard copy, and conducts a review.

For the pre-application phase, technical assignments must be completed for A&E, Cost and Valuation and the Valuation assignment must have the official flag checked before submitting the application electronically to HUD.

For the firm phase, technical assignments must be completed for A&E, Cost, Valuation and Mortgage Credit and the Valuation and Mortgage Credit assignments must have their official flags checked before submitting the application electronically to HUD.

Once HUD accepts the initial application, an FHA/Pjt # will be assigned.

To electronically submit applications to HUD:

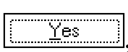
1. From the **Administration Application Tabs** window, select the Assignments tab and verify the complete dates were entered for the A&E, Cost, Valuation and Mortgage Credit assignments.

2. Verify that the Official Flag indicator has a check mark.

3. Select the General tab, and click 

. The **MAP Submit** window (Figure 46) displays.

Figure 46. MAP Submit Window

4. Click 

, and **MAP Submit** window (Figure 47) indicates the application was submitted to HUD.

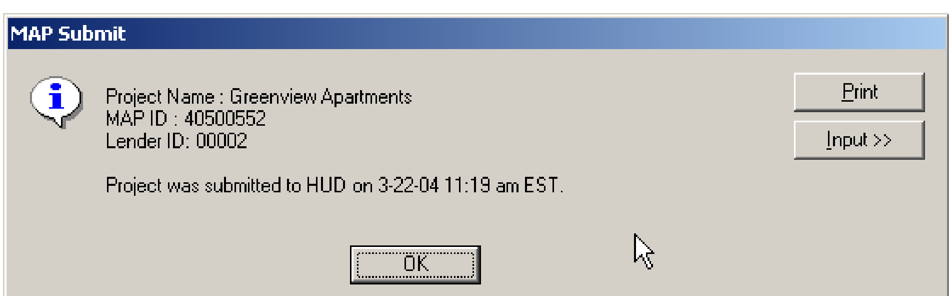


Figure 47. MAP Submit Window - Application Submitted to HUD

If any discipline assignments are still open and/or the official flag was not been set for the Valuation assignment or Mortgage Credit (firm only), the system will indicate which assignments have not been closed and not submitted to HUD (Figure 48).

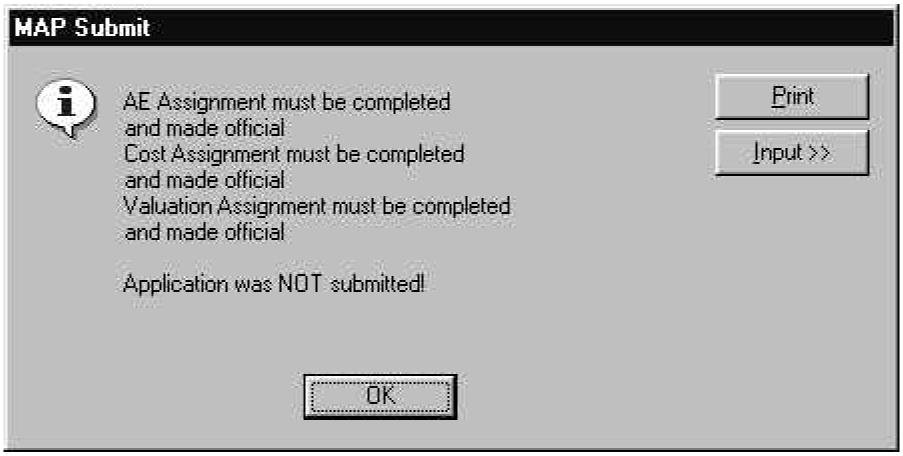


Figure 48. MAP Submit Window - Application Not Submitted to HUD

5. Click 

to return to the General tab.